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ABSTRACT

In an effort to fulfill state policies on higher education articulation and student transfers, the Florida state legislature encouraged establishment of a common Statewide Course Numbering System (SCNS) which is presented in this document. Early sections describe the establishment and development of the SCNS and logistics of its maintenance. Also included are descriptions of the policies about course equivalencies, information on uses for the SCNS, and products that are available from the SCNS including subject-matter classification and course inventory reports, course equivalency profiles, course comparability reports, course equivalency and distribution directories, institution course inventory reports, and subject matter course inventory reports. A glossary of SCNS terms and abbreviations is included. Appendixes describe the responsibilities of faculty discipline committee coordinators and institutional contact persons, list course prefixes, list institutions and their identification numbers grouped by type of institutions (universities, community colleges, and technical education centers), and provide the texts of state statutes and Board of Education rules, respectively. (JB)

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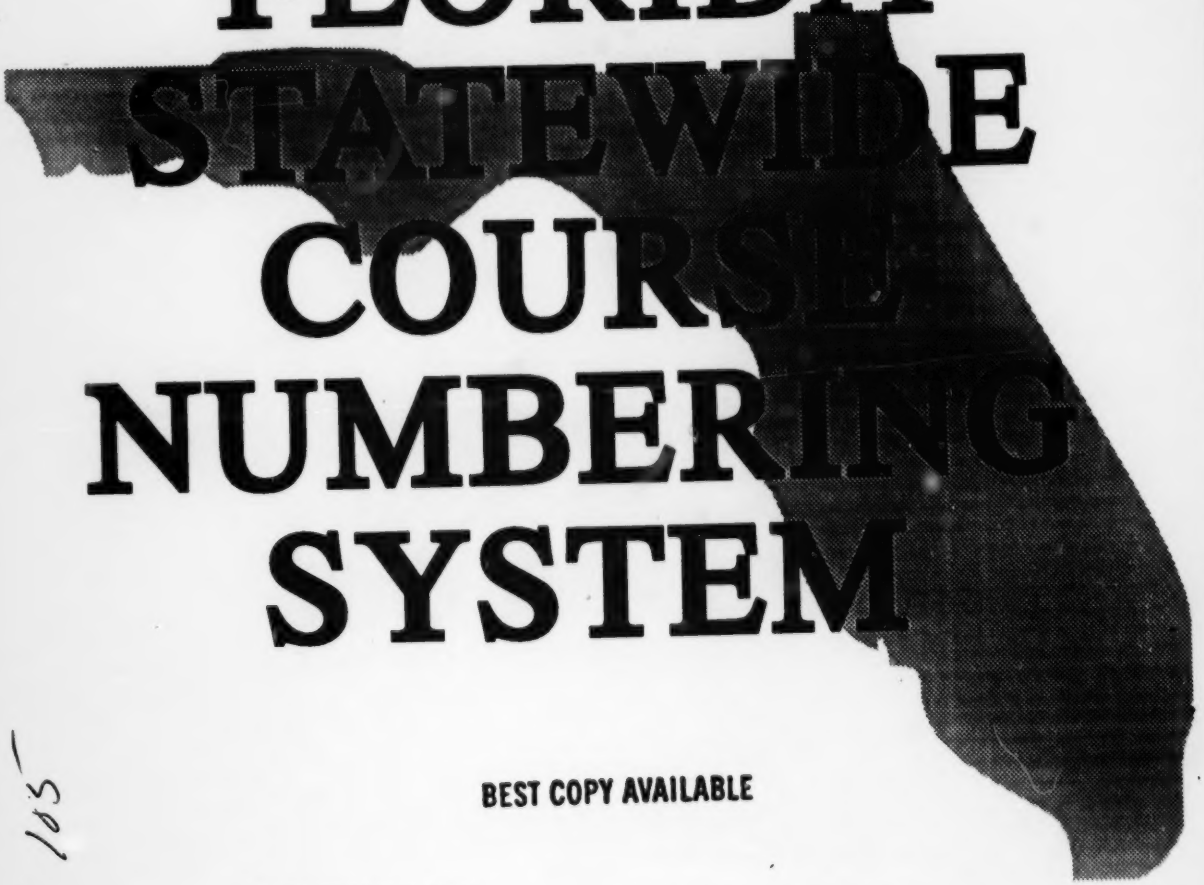
ED 378 930

FLORIDA STATEWIDE COURSE NUMBERING SYSTEM



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September 1994

DEPARTMENT OF EDUCATION
OFFICE OF POSTSECONDARY EDUCATION COORDINATION
SURVEY OF CUSTOMER SERVICES

USERS OF STATEWIDE COURSE NUMBERING SYSTEM HANDBOOK

INSTRUCTIONS: *The Florida Department of Education is interested in obtaining your opinion about services provided to its customers. The Office of Postsecondary Education Coordination (OPEC) has responsibility for the operation of the Statewide Course Numbering System. Before we revise this publication in the future, we would appreciate receiving your comments so that we can use your good ideas in the publication's development. Would you please review the list below and rate each item by placing a check mark in the appropriate column. Your suggestions for improving this publication under item 5 will be especially appreciated. Please return this form to the* ***Statewide Course Numbering System, Office of Postsecondary Education Coordination, Florida Department of Education, 1101 Florida Education Center, Tallahassee, Florida 32399-0400****. Thank you for your participation in this survey.*

Please rank the following aspects of the Statewide Course Numbering System Handbook:	**Excellent**	**Adequate**	**Needs Improvement**	**Not Acceptable**
1 Usefulness of the Handbook				
2 Appropriateness of content for intended use				
3 Clarity and accuracy of the content				
4 Layout design and print quality				
5 Please list any suggestions you may have for improvement of the Statewide Course Numbering Handbook. Use back of page if more room is needed				

OPTIONAL: **Name** _____

Address _____

City _____, **FL** **Zip Code** _____

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INTRODUCTION

Articulation

State policies in Florida have established articulation as an important component of student access by providing for smooth transition of students who seek a postsecondary education. Articulation occurs between all public postsecondary institutions in Florida.

In the late sixties, registrars and advisors at Florida's public institutions of higher education voiced concerns about the difficulties encountered in assigning course credits to students transferring from lower-division colleges to the upper-division of universities, or to students changing institutions midstream. At that time, institutional admissions officers based transfer-credit decisions on course titles appearing on transcripts or on catalog course descriptions, rarely providing an indication of the depth and detail with which subject matter had been treated in a course.

ESTABLISHMENT AND DEVELOPMENT OF THE STATEWIDE COURSE NUMBERING SYSTEM

The Legislature Responds to Concerns

In response to the concerns expressed by admissions personnel and a concern over unnecessary repetition of courses by transfer students, the Florida Legislature provided for the development of a common course numbering system to facilitate the transfer of credit for equivalent courses among the state's colleges and universities (Section 229.551 F.S. - Appendix E). In the 1971 Articulation Agreement (Section 240.115(b), F.S. - Appendix E), the Legislature established the procedures for the transfer of courses among institutions that participate in the common course designation and numbering system.

Section 229.551 was amended in 1981 to require the incorporation of postsecondary adult vocational courses into the Statewide Course Numbering System. In addition, Section 230.643 F.S.(Appendix E), requires that each area technical education center maintain an academic transcript for each student enrolled in the center.

Legislation passed in 1987 (Section 246.013(1), F.S.)(Appendix E) enabled licensed private institutions that are fully accredited by a member of the Commission on Recognition of Postsecondary Accreditation (CORPA) and accredited nonpublic postsecondary colleges exempt from state licensure to

participate in the common course designation and numbering system. The purpose is to have complete inventories of all postsecondary course offerings in the state. At the present time, there are two private colleges participating in the common course designation and numbering system.

Statewide Course Numbering System (SCNS) Established

The system was established at the universities and community colleges in the mid 1970s. It is now used at all public institutions of higher education in Florida. (All postsecondary adult vocational education courses offered by area technical education centers, the 28 community colleges, the 9 state universities and 2 participating private postsecondary institutions, are included in the SCNS.) The 10th public university, Florida Gulf Coast University, will begin operation August, 1997.

Smooth articulation between public institutions depends to a large extent on the SCNS. The SCNS has been developed over the past two decades to accommodate a growing number of programs and courses. The system's flexibility, however, is evident as the scope of the listings has broadened over the years. In his national study, Bender (1990) noted that "Florida probably has one of the most comprehensive and operationally efficient common course numbering and designation systems." Florida's SCNS has been regarded as a model by other states seeking to design or redesign their system.

Statewide Course Numbering System Development

Before the SCNS could be implemented at the universities and community colleges, a number of decisions had to be made on procedures and structure.

Decision One: Classification System

The first was to determine a classification system that could transcend the different organizational structures existing at institutions. Therefore, any classification system had to be "department-free." The system decided upon was a subject matter classification that would allow the categorization of courses according to the content only, regardless of the administrative units that courses were assigned at individual institutions.

By design, the course numbering system would:

- Provide a framework for each subject matter area to categorize courses. The same framework would be used by all institutions.
- Be a joint undertaking of universities and community colleges. A state agency would manage the system and facilitate communication.
- Place responsibility of determining course equivalencies with faculty at universities and community colleges who would make decisions based on detailed course descriptions or course syllabi.
- Establish course inventories listing all courses offered at Florida's universities and community colleges and identify equivalent courses.
- Develop statewide course descriptions, or course equivalency profiles, to be used in determining equivalencies.

Decision Two: Structure of Classification System

Because all courses in the public institutions of higher education were to be included, subject matter had to be categorized to accommodate large numbers of different courses.

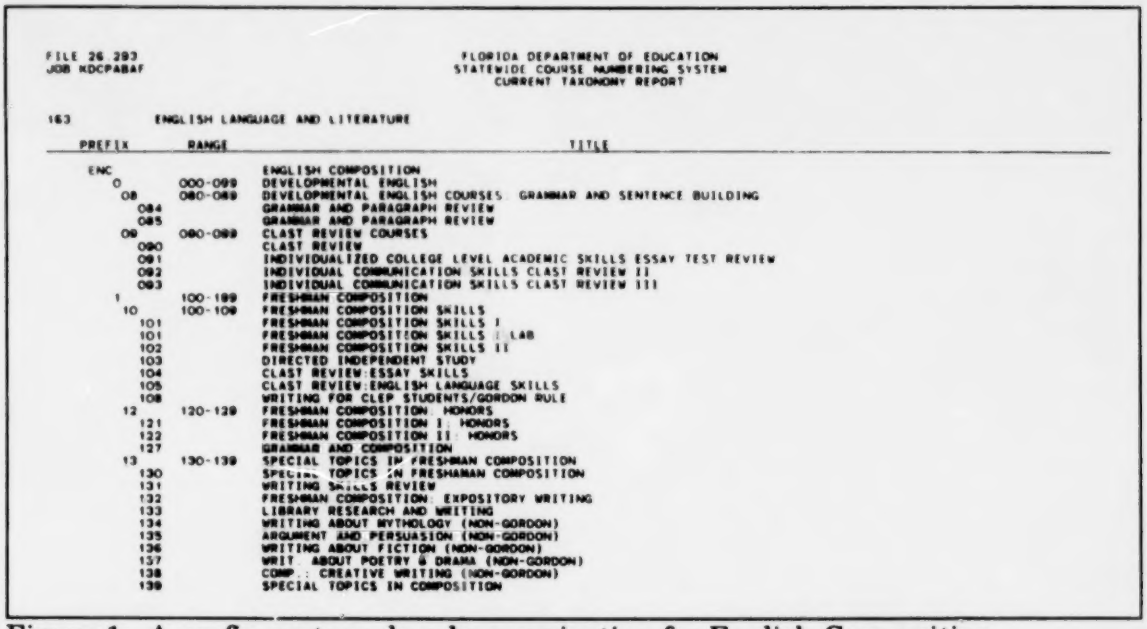
The organizational scheme decided upon was a three-letter prefix and three-digit identification. This three-letter, three-digit number would be used only for categorization of content. (Levels, i.e., freshman, sophomore, and so on, would be assigned by each institution and become the first digit for a complete three-letter, four-digit course number.)

Consequently, prefixes were generated for each discipline (subject matter area) identified. If one prefix proved to be insufficient for a major subject matter area, additional prefixes were created.

The course categorization scheme that emerged is structured as follows:

- The **prefix** designates the subject matter area or part of a subject-matter area.
- Each **prefix** is divided into ten (10) major content categories, called **centuries**.

- Each **century** is further divided into ten (10) subcategories for courses with related content. These subcategories are called **decades**. Courses are placed within decades. See Figure 1.



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FLORIDA DEPARTMENT OF EDUCATION
STATEWIDE COURSE NUMBERING SYSTEM
CURRENT TAXONOMY REPORT

163 ENGLISH LANGUAGE AND LITERATURE

PREFIX	RANGE	TITLE
ENC		ENGLISH COMPOSITION
0	000-099	DEVELOPMENTAL ENGLISH
08	080-089	DEVELOPMENTAL ENGLISH COURSES: GRAMMAR AND SENTENCE BUILDING
084		GRAMMAR AND PARAGRAPH REVIEW
085		GRAMMAR AND PARAGRAPH REVIEW
09	090-099	CLAST REVIEW COURSES
090		CLAST REVIEW
091		INDIVIDUALIZED COLLEGE LEVEL ACADEMIC SKILLS ESSAY TEST REVIEW
092		INDIVIDUAL COMMUNICATION SKILLS CLAST REVIEW II
093		INDIVIDUAL COMMUNICATION SKILLS CLAST REVIEW III
1	100-199	FRESHMAN COMPOSITION
10	100-109	FRESHMAN COMPOSITION SKILLS
101		FRESHMAN COMPOSITION SKILLS I
101		FRESHMAN COMPOSITION SKILLS I LAB
102		FRESHMAN COMPOSITION SKILLS II
103		DIRECTED INDEPENDENT STUDY
104		CLAST REVIEW:ESSAY SKILLS
105		CLAST REVIEW:ENGLISH LANGUAGE SKILLS
108		WRITING FOR CLEP STUDENTS/GORDON RULE
12	120-129	FRESHMAN COMPOSITION HONORS
121		FRESHMAN COMPOSITION I: HONORS
122		FRESHMAN COMPOSITION II: HONORS
127		GRAMMAR AND COMPOSITION
13	130-139	SPECIAL TOPICS IN FRESHMAN COMPOSITION
130		SPECIAL TOPICS IN FRESHMAN COMPOSITION
131		WRITING SKILLS REVIEW
132		FRESHMAN COMPOSITION: EXPOSITORY WRITING
133		LIBRARY RESEARCH AND WRITING
134		WRITING ABOUT MYTHOLOGY (NON-GORDON)
135		ARGUMENT AND PERSUASION (NON-GORDON)
136		WRITING ABOUT FICTION (NON-GORDON)
137		WRIT ABOUT POETRY & DRAMA (NON-GORDON)
138		COMP: CREATIVE WRITING (NON-GORDON)
139		SPECIAL TOPICS IN COMPOSITION

Figure 1: A prefix-century-decade organization for English Composition

Decision Three: Faculty Discipline Committees & Responsibilities

The third decision to be made was who would develop the course categorization schemes (or taxonomies), analyze course descriptions, assign numbers to courses, and determine course equivalencies. Because only teaching faculty members have the necessary expertise (Section 229.551 F.S.), a committee for each subject matter area was established consisting of faculty representatives from various institutions with one member serving as faculty discipline coordinator.

The committees undertook initial development of taxonomies, analyzed courses, assigned prefixes and numbers, determined course equivalencies, and wrote statewide course descriptions called course equivalency profiles.

Decision Four: Determining Course Equivalencies

The fourth decision was which criteria to use in assigning course numbers and determining course equivalencies. Guidelines emerged which are still used by the committees and their coordinators. They include attention to prerequisites, intended students, level of complexity (introductory, intermediate, or advanced), content and depth and detail with which content is treated in a course, and outcomes (level of operation or specific skills). Instructional procedures or delivery methods are not considered when determining course equivalencies. These are the prerogative of the institution and the instructor. Further, the decisions about which courses or programs to offer are the institutions' prerogative. Neither the SCNS nor the faculty discipline committees determine whether a course can or cannot be offered.

Inclusion of Area Technical Education Centers

Beginning in 1982, postsecondary adult vocational (PSAV) programs were entered into the SCNS as programs because they were offered only as whole programs and were not separated into courses. The programs were assigned prefixes and numbers in the existing taxonomic categories. While this practice met the requirements of the law, program records were not compatible with course records in the SCNS and uniform classification was not possible.

The next step toward the implementation of Sections 229.551 and 230.643, F.S., was to divide all PSAV programs into courses and to evaluate them for classification within the SCNS.

Since the PSAV programs that were to be separated into courses had parallels at community colleges, faculty members representing the area technical education centers or districts were added to the existing SCNS faculty discipline committees.

The SCNS staff developed a set of proposed guiding principles and a proposed implementation workplan and presented it to the Articulation Coordinating Committee's Standing Committee on Vocational Education. The Standing committee adopted the guiding principles and workplan with minor amendments. The Chairman of the Standing Committee presented the revised guiding principles and workplan to the Articulation Coordinating Committee (ACC) on July 18, 1991. The ACC approved the revised guiding principles and workplan and charged the Office of Postsecondary Education Coordination with the oversight of the conversion project. In August 1992, the Standing Committee on Vocational Education reviewed revisions to the workplan and presented the revisions to the ACC. The ACC approved the revisions in November 1992. At the July 1993 ACC meeting, the position paper of the Community College Council of

Presidents' Task Force on Articulation was approved. The approval of the community college position paper necessitated revisions to the Guiding Principles for Converting PSAV Programs into Courses, and the guidelines were reordered for clarity. The ACC Standing Committee on Vocational Education approved the revisions on March 15, 1994, and the ACC approved the revisions on May 19, 1994.

Whenever faculty discipline committees met that had vocational parallels, programs and courses were added to existing taxonomies or new vocational taxonomies were developed as needed. The development of taxonomies and placement of courses followed the same procedures as were used for universities and community colleges. Courses and programs were assigned a three-letter prefix and four-digit number. The first digit for less than college level courses is usually 0 (zero).

The SCNS implementation date for all PSAV courses is August 1, 1994. Following the implementation, the SCNS will request that each area vocational center review a report of their course prefix and number assignments for accuracy. Any additions or corrections will be submitted on the SCNS course forms. The date for final implementation for all PSAV courses is August 1, 1995. After that time, all courses are to be in institution data files, catalogs and placed on transcripts.

LOGISTICS AND MAINTENANCE OF THE STATEWIDE COURSE NUMBERING SYSTEM

The SCNS is coordinated by the SCNS unit, Office of Postsecondary Education Coordination (OPEC), Department of Education in Tallahassee. The professional staff consists of a director, a supervisor, two professional staff positions, and one support staff member.

Each of the public universities, community colleges, area technical education centers and the two participating private colleges have an SCNS designated contact person who coordinates course numbering matters.

Currently, there are 164 subject matter areas, each with its own faculty discipline committee with one member designated as faculty discipline coordinator. The number of subject matter areas is increasing as PSAV courses are being added that have no parallel at the community colleges. For the universities, community colleges, area technical education centers and two private colleges, there are 100,000 + courses on file; these, too, are expected to increase substantially as well.

Approximately 19,000 requests for additions, deletions, reassignment of courses to different numbers, or changes in titles, credit hours or levels are processed each year. Changes or reclassifications are either requested by institutions or decided upon by the faculty discipline committees.

SCNS Professional Staff

Each of the professional SCNS staff members is assigned a certain number of subject matter areas which ensures a certain familiarity with the structure and procedures for each area. Further, individual staff members are familiar with "their" committees and over time have established effective working relationships with the committee members. This provides for continuity in operating the system and expediting course transactions. Information about activities in all areas is shared among staff members and with the supervisor in staff meetings.

Professional staff examine course transmittals to ensure that proposed numbers reflect the proper detail in subject matter content. New courses are compared with existing course descriptions to provide coordinators with information for possible equivalency decisions. Staff members prepare questions and recommendations for coordinators if proposed course placements appear inappropriate. Following initial screening, copies of the transmittals are sent to committee coordinators who either approve the proposed course number or assign a more appropriate number. Similar procedures are followed if course content or course number changes in prerequisites are submitted.

Once staff members receive information on the final course number, they enter the information into a computerized data file. Whenever necessary they write or update course equivalency profiles. (These course equivalency profiles are considered to be at the draft stage until the committee has reviewed, edited, and approved them.)

Professional staff members attend faculty discipline committee meetings which are conducted either upon request by the committees or initiated by the staff of SCNS. Staff members organize the necessary materials, generate the pertinent computer reports, and schedule the meetings. They are present at the meetings to serve as resource persons, to record changes, and to document decisions made by the faculty discipline committees. They also prepare follow-up reports to the director and supervisor and to institutions, detailing the events and the decisions from the meetings.

Changes decided upon by the faculty discipline committee are sent to institutions for a field review. Within these computerized field review reports, course information can be presented in any order that may be appropriate. Field review reports typically list old course prefixes, numbers and titles, and recommend new course prefixes and numbers. Institutional contacts and departments examine the field review and accompanying course equivalency profiles. The profiles assist in determining whether reclassifications are appropriate. Corrections and other feedback are sent to the SCNS office and final changes are made in the data file. When all changes have been completed, institutions are notified.

SCNS Support Staff

The SCNS support staff keeps a computerized log of all course transmittals and notifies institutions of final course numbers. The support staff also maintains tracking files for institutional transactions, and a massive filing system in which all paper copies of course descriptions and transmittal forms are organized by subject matter area and by the year in which the transmittal forms were received. These files are maintained for five years and then purged.

The Faculty Discipline Committees

SCNS faculty discipline committees (consisting of faculty members from community colleges, universities and area technical education centers) meet to review course placements, taxonomies and course equivalency profiles. Committee meetings are chaired by the faculty discipline coordinators. Logistical support is provided by the SCNS office.

The coordinators of the faculty discipline committees review course transmittals and assign course prefixes and numbers. If questions arise, coordinators directly contact faculty at the submitting institution. (See Appendix A for faculty discipline committee coordinator responsibilities). The entire committee is consulted when major decisions about taxonomies are to made, or if an issue is particularly controversial.

Because of legal requirements and because of their expertise, faculty discipline committees are indispensable for the proper operation of the SCNS. The SCNS staff and institutions depend heavily on their input.

The Contact Persons at Institutions and Districts

One person at each institution and district is designated as the contact person for the SCNS. The contact persons ensure that courses have been approved by the institutional curriculum committees, and are responsible for the processing of the transmission between the institution or district and the SCNS office. (See Appendix B for the responsibilities of the institution contact person).

Because the contact persons are familiar with the procedures of the SCNS and are knowledgeable about the products, they also provide assistance to the departments, answering any questions about course numbering and providing help with selecting appropriate proposed prefixes and numbers. Contact persons also recommend faculty members for appointment to committees.

POLICIES PERTAINING TO COURSE EQUIVALENCY

General Policies

The SCNS uses a course designation which consists of a 3-letter prefix and a 4-digit number and, when necessary, a one-letter laboratory (L) or lecture/ laboratory (C) suffix. [See glossary for more detail.] All courses assigned the same SCNS course identifier--prefix, same last three digit number, and suffix (if present)--have been judged to be equivalent, and **should have guaranteed transfer**. The first digit of the four digit number is assigned by the institution and indicates the level at which the course is offered. **This digit does not affect the equivalency**.

Example:

SCNS COURSE ID			
ENC	**1**	**101**	**-**
Subject Matter Prefix	Assigned by Institution	Places the course in appropriate subcategory	Laboratory Suffix

Explanation: ENC 1101, English Composition, in the subclassification area of English Composition, taught at the freshman level (no lab).

The receiving institution is never precluded from accepting non-equivalent courses for satisfying certain requirements.

There are some exceptions to guaranteed transfer. Exceptions to guaranteed transfer are:

1. Courses in the _900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Practica, Study Abroad, Thesis and Dissertations.

2. College preparatory courses.

3. Graduate courses.

4. Clinical experiences and internships with numbers other than 900-999 are not automatically transferable.

5. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theater) and skills courses in Criminal Justice are not guaranteed to transfer. These courses need evidence of achievement (i.e. portfolio, audition, interview, etc.). The specific categories or courses which are not guaranteed to transfer are as follows:

Art	-Courses prefixed ART are not guaranteed transferable.
Dance	-Courses prefixed DAA, and courses prefixed DAN with numbers ranging from 700-999, are not guaranteed transferable.
Interior Design	-All courses in Interior Design are not guaranteed transferable.
Music	-Courses prefixed MVB, MVH, MVJ, MVK, MVO, MVP, MVS, MVV, and MVW are not guaranteed transferable.
Theater	-Courses prefixed TPP, with numbers ranging from 000-299 are not guaranteed transferable.
Criminal Justice	-Skills courses in Criminal Justice

Equivalencies for Lecture with Laboratory Courses

Lecture with laboratory courses are offered either as two separate entities or as a combination. In the first instance, the lecture has a prefix and number (CHM 1045 - General Chemistry) and the laboratory portion has an identical prefix and number with the suffix **L** (CHM 1045L - General Chemistry Laboratory. When a lecture with laboratory course is offered as an entity, it has the suffix **C** (CHM 1045C - General Chemistry combination lecture and lab). For transfer purposes, CHM 1045 + CHM 1045L = CHM 1045C.

If a student has only taken the laboratory or the lecture portion of a course and transfers to an institution where the same course is offered only in combination, it is the receiving institution's responsibility to determine whether and how to assign credit to this partially fulfilled requirement.

USES OF THE STATEWIDE COURSE NUMBERING SYSTEM

Because all public postsecondary institutions use the same course numbering system, the evaluation of students' transcripts is easier than it had been in the past. Courses guaranteed to transfer can be identified instantly, and non-equated courses may be evaluated for credit. For clusters of courses that are transferable, transcript evaluators have course equivalency profiles available which delineate special equating provisions. Further, the rule of guaranteed transfer of courses deemed equivalent by faculty discipline committees has reduced the time required to complete a degree. This means substantial savings for the students and taxpayers.

The products and services offered through the SCNS can facilitate the analysis of courses and course offerings for other state agencies such as the Department of Business and Professional Regulations, and other Department of Education divisions such as the State University System, the Division of Community Colleges, the Division of Applied Technology and Adult Education, and the Office of Teacher Certification. This agency and Department of Education divisions in turn provides pertinent information to the SCNS office which helps in keeping the system more accurate and up-to-date.

Information on the SCNS file can be useful for counselors at high schools and colleges. Because course inventories are statewide, these persons can immediately identify transferable courses and institutions offering the courses.

For future transfer students, SCNS comparison reports can provide information on the courses that will have guaranteed transfer to a selected institution. With the use of SCNS records, the counseling process may become more efficient and effective.

Since the SCNS is a repository of course information for the entire state, instructors who plan new courses can request copies of descriptions of existing courses--both original course descriptions and statewide course equivalency profiles. Because courses are organized by course categories, content areas and existing course offerings within those areas, specific course information can be easily identified and retrieved.

PRODUCTS AVAILABLE FROM THE STATEWIDE COURSE NUMBERING SYSTEM

Reports

The SCNS office can generate computer reports, each presenting course information in a different format. These reports may be ordered from the SCNS office in Tallahassee by calling (904) 488-6402; SUNCOM 278-406 or by writing to:

Statewide Course Numbering System
Florida Department of Education
1101 Florida Education Center
Tallahassee, Florida 32399-0400

The Subject-Matter Classification & Course Inventory Report

The Course Inventory Report lists faculty discipline committee members, SCNS staff, taxonomy and all courses offered within each subject matter area.

FILE 27 512
JOB KDCPABAA

FLORIDA DEPARTMENT OF EDUCATION
STATEWIDE COURSE NUMBERING SYSTEM
COURSE INVENTORY REPORT

163 ENGLISH LANGUAGE AND LITERATURE
ENC ENGLISH COMPOSITION

INVENTORY

INST ABBR	INST LEVEL	TITLE	CREDITS/ CLOCK	CROSS REF	ADD DATE	CHANGE DATE	EFFECTIVE DATE	TERMINATION DATE
		ENC 090 01 CLAST REVIEW						
FAMU	0	CLAST ESSAY WRITING	1 0	ENC1090	11/03/1989	02/11/1992	07/07/1990	
FCCJ	0	ESSENTIAL SKILLS IN COMMUNICATIONS	1 0	ENC2090	01/27/1988	12/18/1989	07/07/1990	07/07/1990
NCC	0	CLAST COMMUNICATION SKILL REVIEW	1 0		12/30/1991		08/01/1991	
PBCC	0	CLAST REVIEW FOR ENGLISH LANGUAGE SKILLS	1 0		01/12/1993		01/01/1993	
TCC	0	ENGLISH LANGUAGE SKILLS REVIEW	1 0		08/23/1993		08/01/1993	
HCC	0	CLAST ENGLISH REVIEW	1 0	ENC2090	03/10/1986	12/18/1989	07/07/1990	07/07/1990
		ENC 091 01 INDIVIDUALIZED COLLEGE LEVEL ACADEMIC SKIL						
PBCC	0	CLAST REVIEW FOR ESSAY	1 0		01/12/1993		01/01/1993	
		ENC 092 01 INDIVIDUAL COMMUNICATION SKILLS CLAST REVI						
IRCC	0	ESSENTIAL SKILLS IN ENGLISH	3 0	ENC2092	08/25/1986	04/30/1993	08/26/1993	08/01/1994
	ENC	100-199 FRESHMAN COMPOSITION						
	ENC	100-108 FRESHMAN COMPOSITION SKILLS						
		ENC 101 01 FRESHMAN COMPOSITION SKILLS I						
BRE	1	COMMUNICATIONS I	3 0		04/15/1981	10/15/1993	08/01/1981	
CFCC	1	FRESHMAN COMPOSITION SKILLS I	3 0		02/17/1982	01/15/1993	03/27/1991	
CJC	1	COMMUNICATION SKILLS I	4 0		04/15/1981	11/24/1980	01/08/1986	
DBCC	1	FRESHMAN ENGLISH I	3 0		02/24/1982	03/27/1981	03/27/1991	
ECC	1	COMPOSITION I	3 0		11/06/1981	11/24/1980	01/08/1986	
FAMU	1	FRESHMAN COMMUNICATION SKILLS I	3 0		07/23/1981	11/19/1980	07/08/1986	
FAU	1	COLLEGE WRITING I	3 0		04/06/1983	11/19/1980	10/04/1989	
FLAC	1	G (8) FRESHMAN COMPOSITION SKILLS I	3 0		03/02/1983	11/06/1989	08/01/1986	
FCCJ	1	ENGLISH COMPOSITION I	3 0		01/30/1981	04/01/1992	01/08/1986	
FKCC	1	G (8) ENGLISH COMPOSITION I	3 0		03/08/1982	08/30/1991	08/30/1991	
FSU	1	FRESHMAN COMPOSITION AND RHETORIC	3 0		12/23/1980	03/31/1981	01/01/1981	
GCCC	1	ENGLISH COMPOSITION I	3 0		04/10/1981	07/30/1993	08/01/1993	
IRCC	1	COMMUNICATIONS I	3 0		06/15/1981	04/19/1984	01/10/1986	
MRD	1	COMPOSITION I	3 0		07/15/1981	03/27/1991	03/27/1991	
LCCC	1	FRESHMAN ENGLISH I	3 0		04/10/1981	11/24/1980	01/10/1986	
LSCC	1	COLLEGE COMPOSITION I	3 0		04/14/1981	11/24/1980	01/10/1986	
MCC	1	WRITTEN COMMUNICATIONS I	4 0		04/10/1981	03/20/1991	08/01/1981	
MDCC	1	ENGLISH COMPOSITION 1	3 0		07/10/1984	11/04/1992	03/27/1991	
NFJC	1	FRESHMAN ENGLISH I	3 0		08/29/1981	04/18/1991	08/01/1981	
OWCC	1	ENGLISH COMPOSITION I	3 0		03/02/1982	04/23/1993	01/10/1986	
PBCC	1	FRESHMAN COMMUNICATIONS I	3 0		03/03/1982	11/24/1980	01/10/1986	
PJC	1	ENGLISH COMPOSITION I - HONORS	3 0		04/28/1988	04/28/1988		
PJC	1	ENGLISH COMPOSITION I	3 0		04/14/1981	11/19/1980	01/10/1986	
PCC	1	FRESHMAN COMPOSITION I	3 0		04/10/1981	07/05/1991	08/01/1981	
SFCC	1	COLLEGE COMPOSITION	3 0		01/10/1986	11/19/1980	01/10/1986	

Figure 2: Subject-Matter Classification and Course Inventory Report

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Course Equivalency Profiles

The course equivalency profiles are generic descriptions of courses taught at one or more institutions. They are intended to help in the selection of course numbers and in making decisions about equating courses.

Profiles are arranged alphabetically by prefix and by number sequence within each subject matter area.

```
FILE 27 S23                    FLORIDA DEPARTMENT OF EDUCATION
JOB KDCPABAH                  STATEWIDE COURSE NUMBERING SYSTEM
  ,*                            COURSE EQUIVALENCY PROFILES


DISCIPLINE    163 ENGLISH LANGUAGE AND LITERATURE

PREFIX        ENC ENGLISH COMPOSITION
  COURSE          101   FRESHMAN COMPOSITION SKILLS I
   PREREQUISITES: SATISFACTORY PERFORMANCE ON THE TSWE OR ACT

   INTENDED STU : UNDERGRADUATE STUDENTS
   LEVEL:
   TRANSFER INFO: GUARANTEED TRANSFER TO INSTITUTION OFFERING SAME COURSE

        COURSE DESCRIPTIONS:

        DESCRIPTORS:
                      1. THE PROCESS OF WRITING
                      2. GRAMMAR MECHANICS
                      3. ANALYSIS OF SAMPLE ESSAYS
                      4. DESCRIPTION
                      5. NARRATION
                      6. EXPOSITION
                      7. ARGUMENTATION
        .
        REQUIREMENTS: 1. DEVELOPING THESES
                      2. DEVELOPING COMPLETE AND LOGICAL OUTLINES
                      3. WRITING ESSAYS THAT INCLUDE INTRODUCTIONS,
                         CLEAR PARAGRAPHS, LOGICAL AND COMPLETE TRANSI-
                         TIONS, AND APPROPRIATE CONCLUSIONS
                      4. DEVELOPING FACILITY WITH THE ENGLISH GRAMMAR,
                         INCLUDING SELECTION OF OPTIMAL SENTENCE
                         STRUCTURE AND EFFECTIVE DICTION
                      5. ANALYZING NONFICTION
        .
        *6000 WORDS

   OFFERED BY:    BRE   CFCC  CJC   DBCC  ECC   FAMU  FAU   FLAC  FCCJ  FKCC  FSU
                  GCCC  IRCC  BRO   LCCC  LSCC  MCC   MDCC  NFJC  OWCC  PBCC  PJC
                  PCC   SFCC  SCC   SOFL  SJRC  SPJC  TCC   UF    USF   UCF   UWF
                  VCC   HCC   FIU   UNF   SOCO  PHCC
```

Figure 3: A Course Equivalency Profile for English Composition

The Course Comparability Report

The Course Comparability Report lists all courses at an institution in a given subject matter area offered by that institution. Comparisons of the selected institution's courses to those of up to nine other institutions can be made at any one time.

FILE 27 515
JOB KOCPABAC

FLORIDA DEPARTMENT OF EDUCATION
STATEWIDE COURSE NUMBERING SYSTEM
COMPARABILITY REPORT

163 ENGLISH LANGUAGE AND LITERATURE
FSU VS TCC OWCC GCCC

INSTITUTION ABBR	PREFIX	LEV	COURSE NUMBER(LAB)	INSTITUTION COURSE TITLE	CREDITS	EFFECTIVE DATE	TERMINATION DATE
FSU	ENC	1	101	FRESHMAN COMPOSITION AND RHETORIC	3.0	01/01/1981	
GCCC	ENC	1	101	ENGLISH COMPOSITION I	3.0	08/01/1993	
OWCC	ENC	1	101	ENGLISH COMPOSITION I	3.0	01/10/1986	
TCC	ENC	1	101	FRESHMAN COMPOSITION	3.0	01/01/1986	
FSU	ENC	1	102	FRESHMAN WRITING ABOUT LITERATURE	3.0	01/01/1981	
GCCC	ENC	1	102	ENGLISH COMPOSITION II	3.0	08/01/1993	
OWCC	ENC	1	102	ENGLISH COMPOSITION II	3.0	01/10/1986	
TCC	ENC	1	102	WRITING ARGUMENT AND PERSUASION	3.0	08/01/1983	
FSU	ENC	1	121	FRESHMAN COMPOSIT AND RHETORIC: HO	3.0	01/01/1987	
FSU	ENC	1	122	FRESHMAN WRITING ABOUT LITERATURE:H	3.0	01/01/1987	
FSU	ENC	1	142	CREATIVE WRITING I	3.0	08/01/1988	
FSU	ENC	1	144	FRESHMAN ARTICLE AND ESSAY WORKSHOP	3.0	01/01/1981	
FSU	ENC	1	149	BASIC ENGLISH SKILLS (CLEP)	3.0		
FSU	ENC	4	312	EDITING MANUSCRIPTS, DOCUMENTS, REP	3.0		
FSU	ENC	5	316	EDITING MANUSCRIPTS, DOCUMENTS, REP	3.0		
FSU	ENC	2	305	TOPICS IN COMPOSITION	3.0		
FSU	ENC	3	310	ARTICLE AND ESSAY WORKSHOP	3.0		
FSU	ENC	4	311	ADVANCED ARTICLE AND ESSAY WORKSHOP	3.0		
FSU	ENC	5	317	ARTICLE AND ESSAY WORKSHOP	3.0		
FSU	ENC	4	500	THEORIES OF COMPOSITION	3.0		

Figure 4: Course Comparability Report Comparing FSU to TCC, OWCC, and GCCC in English Language and Literature

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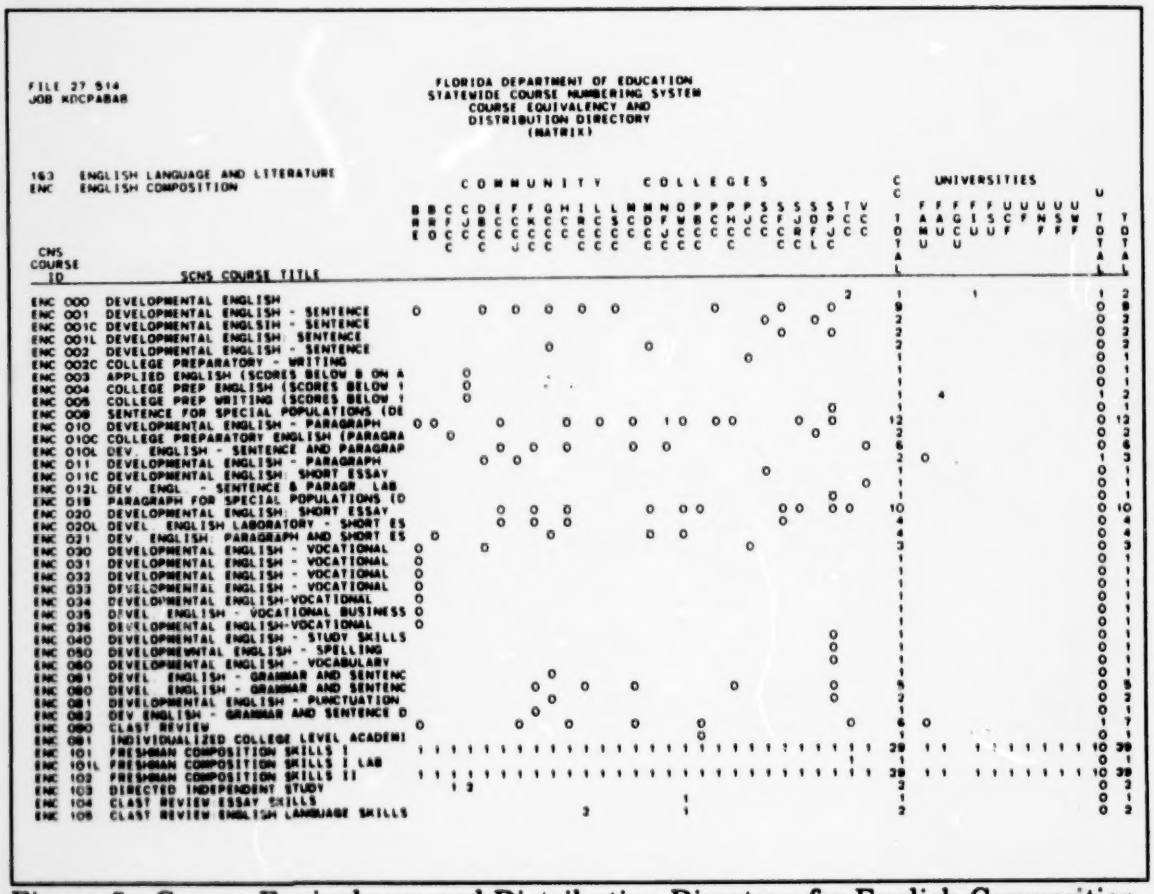
The Course Equivalency and Distribution Directory

The Course Equivalency and Distribution Directory is a matrix listing courses in the system, and identifying the institutions that offer the courses and the level at which the courses are offered. Courses can be grouped by subject matter areas.



FILE 27 S14
JOB XDCPABAB

FLORIDA DEPARTMENT OF EDUCATION
STATEWIDE COURSE NUMBERING SYSTEM
COURSE EQUIVALENCY AND
DISTRIBUTION DIRECTORY
(MATRIX)

16 ENGLISH LANGUAGE AND LITERATURE
ENC ENGLISH COMPOSITION

COMMUNITY COLLEGES | UNIVERSITIES

CNS COURSE ID	SCNS COURSE TITLE	BCC	BRC	CFC	CJC	DBC	ECC	FJCC	GCC	HCC	ICC	LCC	LSCC	MCC	NCJC	NFCC	OCC	PBCC	PCC	PHCC	PJCC	SCC	SFCC	SJRCC	SDCC	TPLC	VCC	CC TOTAL	FAMU	FAU	FGCU	FIU	FSCU	FUCF	UUNF	USFF	UWF	U TOTAL	TOTAL
ENC 000	DEVELOPMENTAL ENGLISH																										2	1				1						1	2
ENC 001	DEVELOPMENTAL ENGLISH - SENTENCE	0				0		0		0		0						0				0		0		0		9										0	9
ENC 001C	DEVELOPMENTAL ENGLSIH - SENTENCE																						0		0			2										0	2
ENC 001L	DEVELOPMENTAL ENGLISH - SENTENCE																							0		0		2										0	2
ENC 002	DEVELOPMENTAL ENGLISH - SENTENCE									0						0												2										0	2
ENC 002C	COLLEGE PREPARATORY - WRITING																				0							1										0	1
ENC 003	APPLIED ENGLISH (SCORES BELOW 8 ON A				0																							1										0	1
ENC 004	COLLEGE PREP ENGLISH (SCORES BELOW 1				0																							1										0	1
ENC 005	COLLEGE PREP WRITING (SCORES BELOW 1				0																							1	4									1	2
ENC 008	SENTENCE FOR SPECIAL POPULATIONS (DE																									0		1										0	1
ENC 010	DEVELOPMENTAL ENGLISH - PARAGRAPH	0	0				0			0		0		0		1	0		0	0				0		0		12										0	12
ENC 010C	COLLEGE PREPARATORY ENGLISH (PARAGRA			0																					0			2										0	2
ENC 010L	DEV. ENGLISH - SENTENCE AND PARAGRAP						0		0		0			0		0											0		6										0	6
ENC 011	DEVELOPMENTAL ENGLISH - PARAGRAPH					0		0																				2	0									1	3
ENC 011C	DEVELOPMENTAL ENGLISH - SHORT ESSAY																							0				1										0	1
ENC 012L	DEV ENGL - SENTENCE & PARAGR LAB																										0	1										0	1
ENC 018	PARAGRAPH FOR SPECIAL POPULATIONS (D																									0		1										0	1
ENC 020	DEVELOPMENTAL ENGLISH - SHORT ESSAY						0		0		0					0		0	0					0	0			10										0	10
ENC 020L	DEVEL ENGLISH LABORATORY - SHORT ES						0		0		0													0				4										0	4
ENC 021	DEV ENGLISH PARAGRAPH AND SHORT ES		0						0							0	0											4										0	4
ENC 030	DEVELOPMENTAL ENGLISH - VOCATIONAL	0				0															0							3										0	3
ENC 031	DEVELOPMENTAL ENGLISH - VOCATIONAL	0																										1										0	1
ENC 032	DEVELOPMENTAL ENGLISH - VOCATIONAL	0																										1										0	1
ENC 033	DEVELOPMENTAL ENGLISH - VOCATIONAL	0																										1										0	1
ENC 034	DEVELOPMENTAL ENGLISH-VOCATIONAL	0																										1										0	1
ENC 035	DEVEL ENGLISH - VOCATIONAL BUSINESS	0																										1										0	1
ENC 036	DEVELOPMENTAL ENGLISH-VOCATIONAL	0																										1										0	1
ENC 040	DEVELOPMENTAL ENGLISH - STUDY SKILLS																									0		1										0	1
ENC 050	DEVELOPMENTAL ENGLISH - SPELLING																									0		1										0	1
ENC 060	DEVELOPMENTAL ENGLISH - VOCABULARY																									0		1										0	1
ENC 061	DEVEL ENGLISH - GRAMMAR AND SENTENC								0																	0		5										0	5
ENC 080	DEVEL ENGLISH - GRAMMAR AND SENTENC								0		0			0							0				0		5										0	5
ENC 081	DEVELOPMENTAL ENGLISH - PUNCTUATION								0																	0		2										0	2
ENC 082	DEV ENGLISH - GRAMMAR AND SENTENCE S								0																			1										0	1
ENC 090	CLAST REVIEW	0					0		0		0			0				0									0	6	0										1	7
ENC 091	INDIVIDUALIZED COLLEGE LEVEL ACADEMI																	0										1										0	1
ENC 101	FRESHMAN COMPOSITION SKILLS I	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	28	1	1		1	1	1	1	1	1	10	38
ENC 101L	FRESHMAN COMPOSITION SKILLS I LAB																										1	1										0	1
ENC 102	FRESHMAN COMPOSITION SKILLS II	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	28	1	1		1	1	1	1	1	1	10	38
ENC 103	DIRECTED INDEPENDENT STUDY			1	2																							3										0	3
ENC 104	CLAST REVIEW ESSAY SKILLS																1											1										0	1
ENC 108	CLAST REVIEW ENGLISH LANGUAGE SKILLS										2						1											2										0	2

Figure 5: Course Equivalency and Distribution Directory for English Composition

The Institution Course Inventory Report

The Institution Course Inventory Report lists in alphabetical order all courses offered at an institution.

REPORT NO. 01

FLORIDA DEPARTMENT OF EDUCATION
STATEWIDE COURSE NUMBERING SYSTEM

CURRENT COURSES FOR INSTITUTION 001472

PREFIX	COURSE NUMBER	LAB	REC NUM	LEVEL	SWA	TITLE	CREDIT
ACG	002		01	2	165	INTEGRATED ACCOUNTING ON MICROCOMPUTERS	C
ACG	021		01	2	165	INTRODUCTION TO FINANCIAL ACCOUNTING	C
ACG	071		01	2	165	INTRODUCTION TO MANAGERIAL ACCOUNTING	C
ACO	757		01	0	165	INDIVIDUAL TAX PREPARER'S COURSE	D
ACR	001		01	0	202	HARV MECHANICAL FUNDAMENTALS	D
ACR	060		01	0	202	COMPUTER AND RECORDKEEPING FUNDAMENTALS	D
ACR	100		01	0	202	HARV ELECTRICAL FUNDAMENTALS	D
ACR	124	C	01	0	202	ADVANCED AIR CONDITIONING	D
ACR	201		01	0	202	ADVANCED REFRIGERATION	D
ACR	600		01	0	202	ADVANCED HEATING	D
ACR	800		01	0	202	AIR CONDITIONING SERVICE TECHNICIAN	D
ACR	805		01	0	202	REFRIGERATOR/FREEZER SERVICE TECHNICIAN	D
AER	005		01	0	033	GENERAL AUTOMOTIVE TECHNICIAN (CORE)	D
AER	010		01	0	033	ORIENTATION	D
AER	110		01	0	033	ENGINES AND TURBO CHARGERS	D
AER	113		01	0	033	AUTOMOTIVE ENGINE REBUILD TECHNICIAN	D
AER	170		01	0	033	AUTOMOTIVE HEATING AND AIR CONDITIONING TECHNICIAN	D
AER	230		01	0	033	MAINTAINING AND REPAIRING TRANSMISSIONS	D
AER	250		01	0	033	MAINTAINING AND REPAIRING TRANSMISSIONS	D
AER	270		01	0	033	AUTOMOTIVE POWER TRAIN/DRIVE LINE ASSEM. TECH	D
AER	272		01	0	033	PERFORMING DIFFERENTIAL REPAIRING AND MAINTENANCE	D
AER	280		01	0	033	MAINTAINING AND REPAIRING TRANSMISSIONS	D
AER	310		01	0	033	TROUBLESHOOTING AND REPAIRING ELEC. SYS.	D
AER	410		01	0	033	REPAIRING AND MAINTAINING BRAKES	D
AER	415		01	0	033	AUTOMOTIVE BRAKES TECHNICIAN	D
AER	450		01	0	033	AUTOMOTIVE ALIGNMENT AND SUSPENSION TECHNICIAN	D
AER	522		01	0	033	ENGINE PERFORMANCE TECHNICIAN	D
AER	610		01	0	033	MAINT. AUTO AIR CONDITIONERS AND HEATERS	D
AER	800		01	0	033	EMPLOYABILITY SKILLS	D
AER	990		01	C	033	GENERAL AUTOMOTIVE TECHNICIAN	D
AGR	002		01	2	001	INTRODUCTION TO AGRONOMY	C
AMH	010		01	2	037	AMERICAN HISTORY TO 1865	C
AMH	020		01	2	037	AMERICAN HISTORY SINCE 1865	C
AMH	091		01	2	037	AFRO-AMERICAN HISTORY	C
AML	010		01	2	163	SURVEY OF AMERICAN LITERATURE	C
AML	022		01	2	163	SURVEY OF AMERICAN LITERATURE	C
AOM	737		01	2	001	WATER MANAGEMENT	C
APA	251		01	1	165	INTRODUCTION TO ACCOUNTING	C
APB	172		01	2	151	AIDS, HIV INFECTION EDUCATION	C
ARH	003		01	1	006	THE PURPOSE OF ART	C
ART	100	C	01	1	006	CRAFTS I	C
ART	110	C	01	1	006	INTRODUCTION TO CERAMICS	C
ART	111	C	01	1	006	INTRODUCTION TO CERAMICS	C
ART	201	C	01	1	006	INTRODUCTION TO TWO-DIMENSIONAL DESIGN	C

Figure 6: Institution Course Inventory Report for Chipola Junior College

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The Subject Matter Course Inventory Report

This report lists for each institution the courses offered in a specific subject matter area.

REPORT NO 01 — FLORIDA DEPARTMENT OF EDUCATION
CURRENT COURSES FOR SMA 163 — STATEWIDE COURSE NUMBERING SYSTEM

INSTITUTION	PREFIX	COURSE NUMBER	LAB	REC NUM	LEVEL	TITLE	CREDIT
001470	AML	012		01	2	SURVEY OF AMERICAN LITERATURE I	C
001470	AML	023		01	2	SURVEY OF AMERICAN LITERATURE II	C
001470	CRW	000		01	2	CREATIVE WRITING	C
001470	CRW	100		01	2	CREATIVE WRITING II	C
001470	ENC	001		01	0	COLLEGE PREPARATORY WRITING I	A
001470	ENC	010		01	0	COLLEGE PREPARATORY WRITING II	A
001470	ENC	030		01	0	APPLIED ENGLISH	A
001470	ENC	031		01	0	WORK RELATED WRITTEN COMMUNICATION I	B
001470	ENC	032		01	0	WORK RELATED WRITTEN COMMUNICATION II	B
001470	ENC	033		01	0	WORK RELATED WRITTEN COMMUNICATION III	B
001470	ENC	034		01	0	TECHNICAL LANGUAGE STRUCTURE I	B
001470	ENC	035		01	0	TECHNICAL LANGUAGE STRUCTURE II	B
001470	ENC	036		01	0	TECHNICAL LANGUAGE STRUCTURE III	B
001470	ENC	090		01	0	CLAST ENGLISH REVIEW	A
001470	ENC	101		01	1	COMMUNICATIONS I	C
001470	ENC	102		01	1	COMMUNICATIONS II	C
001470	ENC	121		01	1	HONORS COMMUNICATIONS I	C
001470	ENC	122		01	1	HONORS COMMUNICATIONS II	C
001470	ENC	153		01	1	COMMUNICATION FUNDAMENTALS	C
001470	ENC	200		01	0	BUSINESS COMMUNICATIONS	D
001470	ENC	210		01	2	TECHNICAL WRITING	C
001470	ENC	211		01	2	ADVANCED TECHNICAL WRITING	C
001470	ENL	013		01	2	SURVEY OF BRITISH LITERATURE I	C
001470	ENL	023		01	2	SURVEY OF BRITISH LITERATURE II	C
001470	ENL	330		01	2	INTRODUCTION TO SHAKESPEARE	C
001470	LIT	090		01	2	CONTEMPORARY LITERATURE	C
001470	LIT	100		01	2	LIVING IDEAS IN WORLD LITERATURE I	C
001470	LIT	300		01	2	SPECIAL THEMES IN LITERATURE	C
INSTITUTION TOTAL	28						

Figure 7: Subject Matter Course Inventory Report for English Language and Literature at Brevard Community College

Other Products and Capabilities

On-line Access

School districts and institutions that participate in the SCNS may apply for view-only access to the system by writing to the Office of Postsecondary Education Coordination, 1101 Florida Education Center, Tallahassee, Florida 32399-0400. Currently, there are 265 on-line users.

Sequential files

Sequential files have been developed for the current and pending course files. These files can be accessed through the Northwest Regional Data Center. Directions for access to these files can be obtained from the Office of Postsecondary Education Coordination.

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GLOSSARY OF STATEWIDE COURSE NUMBERING SYSTEM TERMS AND ABBREVIATIONS

ACC	Articulation Coordinating Committee.
"C"	"C" is a suffix to a prefix and number indicating that a course is a combination of lecture and laboratory offered as a single course entity.
Century	A major content category within a prefix. Up to 10 centuries can be accommodated in a prefix and up to 100 courses can be accommodated in a century. (See also Decade, Prefix.)
Course Equivalency	Statewide course descriptions that include prerequisite skills, intended students, level, major topics, special requirements, and course guidelines (outcomes or operations). Any special equating provisions are also documented in the course equivalency profiles.
Course Inventory	A computer document listing course categories and individual courses within the categories. Information includes prefix and number, generic title, institutions, institutions' levels assigned to a course, institutions' titles, credit or clock hours, and dates.
Correspondence Number	Computer number assigned to all course transmittal forms logged into the SCNS.
Decade	A subcategory for courses within the major category called century. Up to 10 different decades can be accommodated in a century and up to 10 different courses can be accommodated in a decade. (See also Century, Prefix.)

Discipline	A specific area of knowledge or skills, identified in the Statewide Course Numbering System by a subject-matter area code and one or more prefixes.
Field Review	An institution review of prefix and number revisions recommended by a faculty discipline committee.
FICE	"Federal Interagency Committee on Education" Code. A six-digit identification number for institutions of higher education used by the SCNS for data entry and retrieval. (The "FICE" for vocational centers and district schools is a combination of district number and educational facilities code.)
Generic Title	The statewide title assigned to a course number by the faculty discipline committee. It may or may not be the same as the title assigned to this course by the institution. The generic titles appear in course inventories and the course equivalency directories.
History File	The history file has all courses that are no longer offered by the institutions. A course can be re-activated from the history file at any time. If no action has been taken within ten years, the course will be purged from the history file.
Institution Contact	A person assigned at each institution to serve as contact with the SCNS. All matters pertaining to course numbering at an institution are handled by that person and correspondence from the SCNS pertaining to an institution is sent to the contact.

Institutional Level	Institution Level Code is the first digit of the four-digit number which follows the prefix. It shows the level at which a course is offered and indicates the following. 0 = College Preparatory, Vocational Preparatory, Postsecondary Adult Vocational Courses 1 = Freshman level 2 = Sophomore level 3 = Junior level 4 = Senior level 5 = Graduate level 6 = Graduate level 7 = Graduate level 8 = Graduate level 9 = Professional level courses
Institution Inventory	A document listing all courses of an individual institution in alphabetical order by prefix. Also included are title, credit hours, and dates.
"L"	"L" is a suffix to a prefix and number indicating that it is lab course. Usually a theory course with the same prefix and number but no suffix is associated with an "L" course. (See also "C")
Mail Review	A periodic institution review by mail of current courses in a specified subject matter area. Areas selected for mail reviews have few courses and minimal changes.
"N"	"N" appearing next to some courses in several of the SCNS documents, indicates that a course is not guaranteed transferable.
Number Reserved	Notation appearing in the course taxonomy for course numbers that are no longer used. Numbers are reserved for ten years to allow a generation of students having taken a course with that number to go through the system. If an equivalent course is added to the system, this reserved number may be reactivated.

On-line Access	View only access to the Statewide Course Numbering System data base.
OPEC	Office of Postsecondary Education Coordination.
Pending File	The data base of course additions, changes, and deletions that have been reported for action at a future date.
Prefix	A three-letter code used for a subject matter area or a component of a subject matter area. A prefix can accommodate up to 1000 courses.
Profiles	See Course Equivalency Profiles.
Sequential File	Data file developed so that anyone with access to the Northwest Regional Data Center can view and "pull down" SCNS files.
SCNS	Statewide Course Numbering System.
SMA	Subject Matter Area (See Discipline).
SMA Code	Subject Matter Area Code. A three-digit number used by SCNS for data entry and retrieval.
Taxonomy	The organizational scheme for a subject-matter area or a component of a subject-matter area. It is organized as follows (going from large to small units): 1. Prefix 2. Century 3. Decade 4. Course
Unique Course	A course that is offered at only one institution. It has not been equated to any other course in the state.

APPENDIX A

FACULTY DISCIPLINE COMMITTEE COORDINATOR RESPONSIBILITIES

Florida Department of Education
Office of Postsecondary Education Coordination
Statewide Course Numbering System

Faculty Discipline Committee Coordinator Responsibilities

1. Serve in an advisory capacity to the Statewide Course Numbering System (SCNS) on all matters related to the discipline assigned.

2. Serve as a campus resource person in matters of general system logic, principles, procedures, policies and in matters related to the discipline.

3. Serve as the coordinator of the discipline committee which will include faculty from public and private community colleges, universities, and area technical education centers, as appropriate.

4. Recommend to the SCNS staff the need for meetings and changes in the discipline committee membership.

5. Chair committee meetings and appoint an alternate to serve in event of his/her absence.

6. Provide leadership for the development and maintenance of discipline taxonomy and course equivalency profiles.

7. Review all SCNS course forms and assign prefixes and numbers which are consistent with the discipline taxonomy and course equivalency profiles. This information will be returned to the SCNS staff who is responsible for this discipline.

APPENDIX B

RESPONSIBILITIES OF INSTITUTIONAL CONTACT PERSON

Florida Department of Education
Office of Postsecondary Education Coordination
Statewide Course Numbering System

RESPONSIBILITIES OF INSTITUTIONAL CONTACT PERSON

1. Serve as the contact person between the institution and the Statewide Course Numbering System.

2. Be familiar with Florida Statutes and State Board of Education Rules related to the Statewide Course Numbering System.

3. Be thoroughly familiar with the basic logic, principles, procedures and policies of the Statewide Course Numbering System.

4. Attend annual or other periodic statewide orientations and updates for institutional contact persons.

5. Ensure that information concerning the Statewide Course Numbering System is given wide dissemination so that faculty and students are completely and accurately advised.

6. Assume responsibility for identifying and responding to misinformation at the campus level. If additional information is needed, contact the Statewide Course Numbering System staff or supervisor.

7. Screen all faculty proposals for the modification of existing prefixes, numbers, titles, course descriptions, and credits; and for the identification of new courses approved by the institution. Ensure the following:

   - consistency with the basic logic and principles of the Statewide Course Numbering System,

   - accuracy of modification or new prefix and number being requested, and completeness of the approved form being submitted,

   - compliance with the principles that although two or more equivalent courses may be taught by different departments at an institution, only one prefix and number may be assigned,

- that no appeal request, such as a change in existing classification, is submitted to the Statewide Course Numbering System unless it has been reviewed carefully for consistency with the basic logic and principles and in terms of the precedents already established,

- that faculty requests for new course prefixes and numbers are not submitted unless the courses have been approved by the institution and have course syllabi or course outlines attached, and

- that all course transmittal forms have the appropriate signature.

8. Assist with the selection of faculty discipline committee members and assume responsibility for final approval.

9. Verify that courses on the Statewide Course Numbering System file for your institution are the same as courses listed on your institutional file by periodically requesting an institutional inventory of courses or by using the Statewide Course Numbering System sequential file (current and pending) to create a tape and compare the Statewide Course Numbering System course data tape with the institutional course data tape.

10. Assume responsibility for the five-year purge of courses from the Statewide Course Numbering System that are no longer offered at your institution.

11. Assume responsibility for verifying that a description of Florida's Statewide Course Numbering System is in your institution's catalog.

August 12, 1994

APPENDIX C

DIRECTORY OF PREFIXES

- IN ALPHABETICAL ORDER
- IN SUBJECT MATTER ORDER

ALPHABETICAL LIST OF PREFIXES

PREFIX	SMA	TITLE
ABT	121	ARABIC IN TRANSLATION AND/OR TRANSLATION SKILLS
ACG	165	ACCOUNTING: GENERAL
ACO	165	ACCOUNTING: OCCUPATIONAL/TECHNICAL VARIBLE PACED
ACR	202	HVACR: HEATING/VENTILATION/AC/REFRIGERATION: TECH/TRADES
ADE	085	ADULT EDUCATION
ADV	043	ADVERTISING
AEB	001	AGRICULTURAL ECONOMICS AND BUSINESS
AEE	001	AGRICULTURE AND EXTENSION EDUCATION
AER	033	AUTOMOTIVE MECHANICS
AFA	005	AFRO-AMERICAN STUDIES
AFH	037	AFRICAN HISTORY
AFR	052	AEROSPACE STUDIES
AFS	105	AFRICAN STUDIES
AGE	001	AGRICULTURAL ENGINEERING
AGG	001	AGRICULTURE - GENERAL
AGR	001	AGRONOMY
AMH	037	AMERICAN HISTORY
AML	163	AMERICAN LITERATURE
AMS	005	AMERICAN STUDIES
AMT	128	AVIATION MAINTENANCE TECHNOLOGY
ANS	001	ANIMAL SCIENCE
ANT	003	ANTHROPOLOGY
AOM	001	AGRICULTURAL OPERATIONS MANAGEMENT
APA	165	APPLIED ACCOUNTING
ARA	121	ARABIC LANGUAGE
ARC	004	ARCHITECTURE
ARE	006	ART EDUCATION
ARH	006	ART HISTORY
ARR	033	AUTOBODY REPAIR AND REFINISHING
ART	006	ART
ARV	006	ART, VOCATIONAL
ASC	128	AVIATION SCIENCE: GENERAL
ASG	001	ANIMAL SCIENCE: GENERAL
ASH	037	ASIAN HISTORY
ASN	106	ASIAN STUDIES
AST	068	ASTRONOMY
ATE	001	ANIMAL SCIENCE TECHNOLOGY
ATF	128	AVIATION TECHNOLOGY: FLIGHT
ATT	128	AVIATION TECHNOLOGY: THEORY
AVM	128	AVIATION MANAGEMENT
AVS	128	AVIONICS
AYM	047	AYMARA LANGUAGE
BAN	130	COMMERCIAL BANKING (AIB COURSES ONLY)
BCC	050	BASIC CLINICAL CLERKSHIPS (REQUIRED)
BCH	103	BIOCHEMISTRY (BIOPHYSICS)
BCN	087	BUILDING CONSTRUCTION
BCT	087	BUILDING CONSTRUCTION TRADES
BCV	087	BUILDING CONSTRUCTION: VARIABLE PACED
BES	154	BEHAVIORAL STUDIES
BMS	050	BASIC MEDICAL SCIENCES
BOT	007	BOTANY
BRC	130	BANKING RELATED COURSES (NOT AIB OR IFE)
BSC	007	BIOLOGICAL SCIENCES
BTE	149	BUSINESS TEACHER EDUCATION
BUL	112	BUSINESS LAW
CAP	010	COMPUTER APPLICATIONS (FOR COMPUTER SCIENTISTS)
CBH	072	COMPARATIVE PSYCHOLOGY AND ANIMAL BEHAVIOR
CCE	028	CIVIL CONSTRUCTION ENGINEERING
CCJ	011	CRIMINOLOGY AND CRIMINAL JUSTICE
CDA	010	COMPUTER DESIGN/ARCHITECTURE
CEG	028	CIVIL GEOTECHNICAL ENGINEERING
CEN	010	COMPUTER ENGINEERING
CES	028	CIVIL ENGINEERING STRUCTURES
CET	179	COMPUTER ENGINEERING TECHNOLOGY
CGN	028	CIVIL ENGINEERING
CGS	010	COMPUTER GENERAL STUDIES (NON-COMPUTER SCIENCE)
CHD	038	HOME ECONOMICS: CHILD DEVELOPMENT
CHI	126	CHINESE
CHM	065	CHEMISTRY
CHR	067	CHIROPRACTIC
CHS	065	CHEMISTRY - SPECIALIZED
CHT	126	CHINESE LITERATURE IN TRANSLATION
CHW	126	CHINESE LITERATURE (WRITINGS)
CIS	010	COMPUTER SCIENCE AND INFORMATION SYSTEMS
CJD	011	CRIMINAL JUSTICE DEVELOPMENT
CJT	011	CRIMINAL JUSTICE TECHNOLOGIES
CLA	146	CLASSICAL AND ANCIENT STUDIES

BEST COPY AVAILABLE

ALPHABETICAL LIST OF PREFIXES

PREFIX	SMA	TITLE
CLP	072	CLINICAL PSYCHOLOGY
CLT	146	CLASSICAL LITERATURE IN TRANSLATION
CMC	043	CORPORATE MEDIA COMMUNICATION
COA	038	CONSUMER AFFAIRS
COE	100	COOPERATIVE EDUCATION
COM	098	COMMUNICATION
COP	010	COMPUTER PROGRAMMING
COS	177	COSMETOLOGY
COT	010	COMPUTING THEORY
CPO	071	COMPARATIVE POLITICS
CPS	108	COMPARATIVE POLICY STUDIES (MULTINATIONAL)
CPT	120	CARDIOPULMONARY TECHNOLOGY
CRW	163	CREATIVE WRITING
CSP	177	COSMETOLOGY - SPECIALIZED
CTE	038	HOME ECONOMICS: CLOTHING AND TEXTILES
CVT	120	CARDIOVASCULAR TECHNOLOGY
CWR	028	CIVIL WATER RESOURCES
CYP	072	COMMUNITY PSYCHOLOGY
CZE	143	CZECH LANGUAGE
CZW	143	CZECH LITERATURE (WRITINGS)
DAA	012	DANCE ACTIVITIES
DAE	012	DANCE EDUCATION
DAN	012	DANCE
DAS	001	DAIRY SCIENCE
DEA	013	DENTAL ASSISTING
DEC	149	MARKETING AND DISTRIBUTIVE EDUCATION
DEH	014	DENTAL HYGIENE
DEM	095	DEMOGRAPHY
DEN	016	DENTISTRY
DEP	072	DEVELOPMENTAL PSYCHOLOGY
DES	119	DENTAL SUPPORT
DIE	141	DIETETICS
DIM	033	DIESEL MECHANICS
DTE	015	DENTAL LABORATORY TECHNOLOGY
DUT	134	DUTCH LANGUAGE
EAB	072	EXPERIMENTAL ANALYSIS OF BEHAVIOR
EAS	172	AEROSPACE ENGINEERING
ECH	174	ENGINEERING: CHEMICAL
ECM	175	ENGINEERING: COMPUTER MATH
ECO	018	ECONOMICS
ECP	018	ECONOMIC PROBLEMS & POLICY
ECS	018	ECONOMIC SYSTEMS & DEVELOPMENT
EDA	019	EDUCATIONAL ADMINISTRATION
EDE	024	EDUCATION: ELEMENTARY
EDF	021	EDUCATION: FOUNDATIONS AND POLICY STUDIES
EDG	024	EDUCATION: GENERAL
EDH	024	EDUCATION: HIGHER
EDM	024	EDUCATION: MIDDLE SCHOOL
EDP	072	EDUCATIONAL PSYCHOLOGY
EDS	019	EDUCATION SUPERVISION
EEC	024	EDUCATION: EARLY CHILDHOOD
EED	020	EDUCATION: EMOTIONAL DISORDERS
EEL	029	ENGINEERING: ELECTRICAL
EER	179	ELECTRICAL/ELECTRONICS REPAIR
EES	028	ENVIRONMENTAL ENGINEERING SCIENCE
EET	179	ELECTRONIC ENGINEERING TECHNOLOGY
EEV	179	ELECTRICAL/ELECTRONIC: VOCATIONAL
EEX	020	EDUCATION: EXCEPTIONAL CHILD - CORE COMPETENCIES
EGC	022	COUNSELOR EDUCATION
EGI	020	EDUCATION: GIFTED
EGM	172	ENGINEERING SCIENCE
EGN	171	ENGINEERING: GENERAL
EGS	171	ENGINEERING: SUPPORT
EHD	020	EDUCATION: HARD OF HEARING & DEAF
EIA	025	EDUCATION: INDUSTRIAL ARTS
EIN	173	INDUSTRIAL ENGINEERING
EIV	025	EDUCATION: INDUSTRIAL/VOCATIONAL
ELD	020	EDUCATION: SPECIFIC LEARNING DISABILITIES
ELR	029	ELECTRICAL LABORATORIES AND RELATED AREAS
EMA	175	MATERIALS ENGINEERING
EMC	172	ENGINEERING: MECHANICAL & CHEMICAL
EME	024	EDUCATION: TECHNOLOGY AND MEDIA
EML	172	ENGINEERING: MECHANICAL
EMR	020	EDUCATION: MENTAL RETARDATION
EMS	166	EMERGENCY MEDICAL SERVICES
ENC	163	ENGLISH COMPOSITION

ALPHABETICAL LIST OF PREFIXES

PREFIX	SMA	TITLE
ENG	163	ENGLISH - GENERAL
ENL	163	ENGLISH LITERATURE
ENS	129	ENGLISH FOR NON-NATIVE SPEAKERS (COLLEGE-LEVEL COURSES)
ENU	174	ENGINEERING: NUCLEAR
ENV	028	ENGINEERING: ENVIRONMENTAL
ENY	001	ENTOMOLOGY
EOC	058	OCEAN ENGINEERING
EPH	020	EDUCATION: PHYSICAL & MULTIPLE HANDICAPPED
ESE	024	EDUCATION: SECONDARY
ESI	173	INDUSTRIAL/SYSTEMS ENGINEERING
ESL	129	COLLEGE-PREPARATORY ENGLISH FOR NON-NATIVE SPEAKERS
EST	179	ELECTRONIC SPECIALITY TECHNOLOGY
ETC	032	ENGINEERING TECHNOLOGY: CIVIL
ETD	532	ENGINEERING TECHNOLOGY: DRAFTING
ETG	032	ENGINEERING TECHNOLOGY: GENERAL
ETI	032	ENGINEERING TECHNOLOGY: INDUSTRIAL
ETM	032	ENGINEERING TECHNOLOGY: MECHANICAL
ETN	026	ELECTROENCEPHALOGRAPHIC TECHNOLOGY
EUH	037	EUROPEAN HISTORY
EUS	107	EUROPEAN STUDIES
EVI	020	EDUCATION: VISUALLY IMPAIRED-BLIND
EVR	152	ENVIRONMENTAL STUDIES
EVS	152	ENVIRONMENTAL SCIENCE
EVT	025	EDUCATION: VOCATIONAL/TECHNICAL
EXP	072	EXPERIMENTAL PSYCHOLOGY
FAD	038	HOME ECONOMICS: FAMILY DEVELOPMENT
FAM	038	FASHION MODELING
FAS	001	FISHERY & AQUACULTURAL SCIENCE
FFP	132	FIRE FIGHTING & PROTECTION
FIL	043	FILM
FIN	131	FINANCE
FLE	148	FOREIGN LANGUAGE EDUCATION
FNR	001	FORESTRY & NATURAL RESOURCES
FOL	053	FOREIGN AND BIBLICAL LANGUAGES
FOR	001	FORESTRY
FOS	141	FOOD SCIENCE
FOT	053	FOREIGN AND BIBLICAL LANGUAGES (IN TRANSLATION)
FOW	053	FOR AND BIBL LANG, COMPARATIVE LIT (WRITINGS)
FRC	001	FRUIT CROPS
FRE	133	FRENCH LANGUAGE
FRT	133	FRENCH IN TRANSLATION AND/OR TRANSLATION SKILLS
FRW	133	FRENCH LITERATURE (WRITINGS)
FSE	054	FUNERAL SERVICES
FSS	141	FOOD SERVICE SYSTEMS
GCO	001	GOLF COURSE OPERATIONS
GEA	034	GEOGRAPHY: REGIONAL AREAS
GEB	155	GENERAL BUSINESS
GEO	034	GEOGRAPHY: SYSTEMATIC
GER	134	GERMAN
GET	134	GERMAN LITERATURE IN TRANSLATION
GEW	134	GERMAN LITERATURE (WRITINGS)
GEY	035	GERONTOLOGY
GFD	113	GEOPHYSICAL FLUID DYNAMICS
GLY	066	GEOLOGY
GMS	050	GRADUATE MEDICAL SCIENCES
GMT	146	MODERN GREEK LITERATURE IN TRANSLATION
GMW	146	MODERN GREEK LITERATURE (WRITINGS)
GRA	160	GRAPHIC ARTS
GRE	146	CLASSICAL GREEK (LANGUAGE STUDY)
GRK	146	MODERN GREEK LANGUAGE
GRW	146	CLASSICAL GREEK LITERATURE (WRITINGS)
HAI	123	HAITIAN CREOLE LANGUAGE
HBR	122	MODERN HEBREW LANGUAGE
HBT	122	MODERN HEBREW IN TRANSLATION
HCA	084	HEALTH CARE ADMINISTRATION
HCP	081	HEALTH-CARE PROVIDERS (ASSISTANTS)
HEB	122	ANCIENT HEBREW
HEC	038	HOME ECONOMICS/COMMUNITY
HEE	038	HOME ECONOMICS EDUCATION
HEV	038	HOME ECONOMICS - VOCATIONAL
HFT	117	HOSPITALITY MANAGEMENT
HHD	038	HOUSING & HOME DESIGN
HIS	037	GENERAL HISTORY AND HISTRIOGRAPHY
HLP	101	HEALTH, LEISURE, AND PHYSICAL EDUCATION
HME	038	HOME ECONOMICS: HOME MANAGEMENT AND EQUIPMENT
HMV	117	HOSPITALITY MANAGEMENT, VOCATIONAL
HMW	122	MODERN HEBREW LITERATURE (WRITINGS)

ALPHABETICAL LIST OF PREFIXES

PREFIX	SMA	TITLE
HOE	038	HOME ECONOMICS: GENERAL
HOS	239	HORTICULTURAL SCIENCES
HSA	169	HEALTH SERVICES ADMINISTRATION
HSC	169	HEALTH SCIENCES
HUM	136	HUMANITIES
HUN	141	HUMAN NUTRITION
HUS	162	HUMAN SERVICES
ICW	134	ICELANDIC LITERATURE
IDH	040	INTERDISCIPLINARY HONORS
IDS	040	INTERDISCIPLINARY STUDIES
IEA	156	INDUSTRIAL EDUCATION APPLIED
IND	086	INTERIOR DESIGN
INP	072	INDUSTRIAL AND APPLIED PSYCHOLOGY
INR	071	INTERNATIONAL RELATIONS
IPM	056	INTEGRATED PEST MANAGEMENT
ISC	113	INTERDISCIPLINARY SCIENCES
ISM	139	INFORMATION SYSTEMS MANAGEMENT
ISS	102	INTERDISCIPLINARY SOCIAL SCIENCES
ITA	137	ITALIAN LANGUAGE
ITT	137	ITALIAN LITERATURE IN TRANSLATION
ITW	137	ITALIAN LITERATURE (WRITINGS)
JOU	043	JOURNALISM
JPN	126	JAPANESE LANGUAGE
JPT	126	JAPANESE LITERATURE IN TRANSLATION
JPW	126	JAPANESE LITERATURE (WRITINGS)
JST	168	JEWISH/JUDAIC STUDIES
KOR	053	KOREAN LANGUAGE AND LITERATURE
LAA	017	LANDSCAPE ARCHITECTURE
LAE	093	LANGUAGE ARTS AND ENGLISH EDUCATION
LAH	037	LATIN AMERICAN HISTORY
LAS	116	LATIN AMERICAN STUDIES
LAT	146	LATIN (LANGUAGE STUDY)
LAW	041	LAW
LBS	181	LABOR STUDIES
LEI	096	LEISURE
LIN	127	LINGUISTICS
LIS	042	LIBRARY SCIENCE
LIT	163	LITERATURE
LNW	146	LATIN LITERATURE (WRITINGS)
MAA	044	MATHEMATICS - ANALYSIS
MAC	044	MATHEMATICS - CALCULUS AND PRECALCULUS
MAD	044	MATHEMATICS - DISCRETE
MAE	115	MATHEMATICS EDUCATION
MAG	001	MECHANIZED AGRICULTURE
MAN	139	MANAGEMENT
MAP	044	MATHEMATICS APPLIED
MAR	140	MARKETING
MAS	044	MATHEMATICS - ALGEBRAIC STRUCTURES
MAT	044	MATHEMATICS
MCB	007	MICROBIOLOGY
MDW	091	MIDWIFERY
MEA	045	MEDICAL ASSISTING TECHNOLOGY
MEL	050	MEDICAL SCIENCE ELECTIVES
MER	090	MENTAL RETARDATION
MET	067	METEOROLOGY
MGF	044	MATHEMATICS - GENERAL AND FINITE
MHF	044	MATHEMATICS - HISTORY AND FOUNDATIONS
MHS	022	MENTAL HEALTH SERVICES
MIS	052	MILITARY SCIENCE
MKA	140	MARKETING APPLICATIONS
MLS	049	MEDICAL LABORATORY SCIENCE
MLT	049	MEDICAL LABORATORY TECHNOLOGY
MMC	043	MASS MEDIA COMMUNICATION
MNA	139	MANAGEMENT: APPLIED
MOB	113	MOLECULAR BIOPHYSICS
MOM	033	MOTORCYCLE MECHANICS
MRE	048	MEDICAL RECORDS
MSS	046	MASSAGE
MTB	044	MATHEMATICS - TECHNICAL AND BUSINESS
MTE	033	MARINE TECHNOLOGY AND NAUTICAL SCIENCE
MTG	044	MATHEMATICS - TOPOLOGY AND GEOMETRY
MTS	048	MEDICAL TRANSCRIPTION
MUC	055	MUSIC: COMPOSITION
MUE	055	MUSIC EDUCATION
MUG	055	MUSIC: CONDUCTING
MUH	055	MUSIC: HISTORY/MUSICOLOGY
MUL	055	MUSIC LITERATURE

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ALPHABETICAL LIST OF PREFIXES

PREFIX	SMA	TITLE
MUM	055	MUSIC: COMMERCIAL
MUN	055	MUSIC ENSEMBLES
MUO	055	MUSIC: OPERA/MUSICAL THEATRE
MUR	055	MUSIC: CHURCH
MUS	055	MUSIC
MUT	055	MUSIC: THEORY
MUY	055	MUSIC: THERAPY
MVB	092	APPLIED MUSIC: BRASSES
MVH	092	HISTORICAL INSTRUMENTS
MVJ	092	APPLIED MUSIC: JAZZ
MVK	092	APPLIED MUSIC: KEYBOARD
MVO	092	APPLIED MUSIC: OTHER
MVP	092	APPLIED MUSIC: PERCUSSION
MVS	092	APPLIED MUSIC: STRINGS
MVV	092	APPLIED MUSIC: VOICE
MVW	092	APPLIED MUSIC: WOODWINDS
NEM	001	NEMATOLOGY
NGR	036	NURSING, GRADUATE
NMT	073	NUCLEAR MEDICINE TECHNOLOGY
NSC	052	NAVAL SCIENCE
NUR	036	NURSING, GENERIC UNDERGRADUATE
OCA	218	OFFICE COMPUTER APPLICATIONS
OCB	058	BIOLOGICAL OCEANOGRAPHY
OCC	058	CHEMICAL OCEANOGRAPHY
OCE	058	GENERAL OCEANOGRAPHY
OCG	058	GEOLOGICAL OCEANOGRAPHY
OCP	058	PHYSICAL OCEANOGRAPHY
OFT	218	OFFICE TECHNOLOGY (OCCUPATIONAL/VARIABLE PACED)
OPT	060	OPHTHALMIC TECHNOLOGY/VISION CARE
ORH	239	ORNAMENTAL HORTICULTURE
ORI	099	ORAL INTERPRETATION
ORV	239	ORNAMENTAL HORTICULTURE (VARIABLE PACED)
OST	218	OFFICE SYSTEMS TECHNOLOGY
OTA	218	OFFICE TECHNOLOGY APPLICATIONS
OTH	057	OCCUPATIONAL THERAPY
PAD	142	PUBLIC ADMINISTRATION
PAS	070	PHYSICIAN ASSISTANT
PAX	097	PEACE STUDIES
PAZ	001	PARKS AND ZOOS
PCB	007	PROCESS BIOLOGY(CELL/MOLECULAR/ECOLOGY/GENETICS/PHYSIOLOG
PCO	072	PSYCHOLOGY FOR COUNSELING
PEL	164	PHYS. EDU. ACTS. (GEN.)-OBJECT CENTRD, LAND
PEM	164	PHYS. EDU. ACTS. (GEN.)-PERFOMR. CENTRD., LAND
PEN	164	PHYS. EDU. ACTS. (GEN.)-WATER, SNOW, ICE
PEO	164	PHYS. EDU. ACTS. (PROFNL.)-OBJECT CENTRD., LAND
PEP	164	PHYS. EDU. ACTS. (PROFNL.)-PERFMR. CENTRD., LAND
PEQ	164	PHYS. EDU. ACTS. (PROFNL.)-WATER, SNOW, ICE
PET	164	PHYSICAL EDUCATION THEORY
PGY	240	PHOTOGRAPHY
PHA	062	PHARMACY
PHC	169	PUBLIC HEALTH CONCENTRATION
PHH	063	PHILOSOPHY, HISTORY OF
PHI	063	PHILOSOPHY
PHM	063	PHILOSOPHY OF MAN AND SOCIETY
PHP	063	PHILOSOPHERS AND SCHOOLS
PHT	069	PHYSICAL THERAPY
PHY	068	PHYSICS
PHZ	068	PHYSICS (CONTINUED)
PLA	338	PARALEGAL/LEGAL ASSISTANT/LEGAL ADMINISTRATION
PLP	001	PLANT PATHOLOGY
PLS	001	PLANT SCIENCE
PLT	143	POLISH IN TRANSLATION AND/OR TRANSLATION SKILLS
PLW	143	POLISH LITERATURE
PMA	001	PEST MANAGEMENT
PMT	051	PRECISION METALS TECHNOLOGY
POL	143	POLISH LANGUAGE
POR	125	PORTUGUESE LANGUAGE
POS	071	POLITICAL SCIENCE
POT	071	POLITICAL THEORY
POW	125	PORTUGUESE LITERATURE (WRITINGS)
PPE	072	PERSONALITY
PRN	081	PRACTICAL NURSING
PRO	077	PROSTHETICS/ORTHOTICS
PRT	125	PORTUGUESE IN TRANSLATION
PSB	072	PSYCHOBIOLOGY
PSC	068	PHYSICAL SCIENCES
PSE	001	POULTRY SCIENCE

ALPHABETICAL LIST OF PREFIXES

PREFIX	SMA	TITLE
PSY	072	PSYCHOLOGY
PTN	062	PHARMACY TECHNICIAN
PUP	071	PUBLIC POLICY
PUR	043	PUBLIC RELATIONS
QMB	111	QUANTITATIVE METHODS IN BUSINESS
RAT	073	RADIATION THERAPY
RCS	022	REHABILITATION COUNSELING SERVICES
REA	153	READING
RED	093	READING EDUCATION
REE	109	REAL ESTATE
REL	074	RELIGION
RET	075	RESPIRATORY CARE
RHT	073	RADIATION HEALTH/RADIATION PROTECTION TECHNOLOGY
RMI	110	RISK MANAGEMENT & INSURANCE
ROT	073	REACTOR OPERATOR TECHNOLOGY
RTE	073	RADIOLOGIC TECHNOLOGY
RTT	043	RADIO/TELEVISION TECHNOLOGY
RTV	043	RADIO-TELEVISION
RUS	143	RUSSIAN LANGUAGE
RUT	143	RUSSIAN LITERATURE IN TRANSLATION
RUW	143	RUSSIAN LITERATURE (WRITINGS)
SAL	124	SOUTH ASIAN LANGUAGES
SBM	139	SMALL BUSINESS MGMT:OCCUPATIONAL/TECHNICAL VARIABLE PACED
SCA	134	SCANDINAVIAN LANGUAGES
SCE	023	SCIENCE EDUCATION
SCT	134	SCANDINAVIAN LITERATURE IN TRANSLATION
SCW	143	SERBO-CROATIAN LITERATURE (WRITINGS)
SDS	022	STUDENT DEVELOPMENT SERVICES
SEC	143	SERBO-CROATIAN LANGUAGE
SED	078	SPEECH EDUCATION
SER	033	SMALL ENGINE MECHANICS
SHO	145	SHONA LANGUAGE
SHT	145	SHONA LITERATURE IN TRANSLATION
SLL	143	SLAVIC LANGUAGES
SLS	167	STUDENT LIFE SKILLS (LEARNING)
SLW	143	SLAVIC LITERATURE (WRITINGS)
SNW	134	SCANDINAVIAN LITERATURE
SON	073	SONOGRAPHY
SOP	072	SOCIAL PSYCHOLOGY
SOS	001	SOIL SCIENCE
SOW	076	SOCIAL WORK
SPA	079	SPEECH PATHOLOGY AND AUDIOLOGY
SPC	078	SPEECH COMMUNICATION
SPN	144	SPANISH LANGUAGE
SPS	072	SCHOOL PSYCHOLOGY
SPT	144	SPANISH LITERATURE IN TRANSLATION AND/OR TRANSLATION SKIL
SPW	144	SPANISH LITERATURE (WRITINGS)
SSA	145	SUB-SAHARA AFRICAN LANGUAGES
SSE	094	SOCIAL STUDIES EDUCATION
SST	145	SUB-SAHARA AFRICAN LITERATURE IN TRANSLATION
STA	114	STATISTICS
STS	059	SURGICAL TECHNOLOGY STUDIES
SUR	157	SURVEYING & RELATED AREAS
SVL	130	SAVINGS AND LOAN (IFE COURSES ONLY)
SWA	145	SWAHILI LANGUAGE
SWT	145	SWAHILI LITERATURE IN TRANSLATION
SYA	095	SOCIOLOGICAL ANALYSIS
SYD	095	SOCIOLOGY OF DEMOGRAPHY/AREA STUDIES/SOCIOLOGICAL MINORIT
SYG	095	SOCIOLOGY, GENERAL
SYO	095	SOCIAL ORGANIZATION
SYP	095	SOCIAL PROCESSES
TAR	004	TECHNICAL ARCHITECTURE
TAX	165	TAXATION
TDR	532	TECHNICAL DRAFTING
THE	080	THEATRE STUDIES AND GENERAL RESOURCES
TPA	080	THEATRE PRODUCTION AND ADMINISTRATION
TPP	080	THEATRE PERFORMANCE AND PERFORMANCE TRAINING
TRA	088	TRANSPORTATION AND LOGISTICS
TSL	129	TEACHING ENGLISH AS A SECOND LANGUAGE
TTE	028	TRANSPORTATION ENGINEERING
URP	082	URBAN AND REGIONAL PLANNING
URS	082	URBAN AND REGIONAL STUDIES
VAR	004	VARIABLE-PACED ARCHITECTURE
VEC	001	VEGETABLE CROPS
VEM	083	VETERINARY MEDICINE
VIC	043	VISUAL COMMUNICATION

ALPHABETICAL LIST OF PREFIXES

PREFIX	SMA	TITLE
VME	001	VETERINARY MEDICINE (COMBO VET SCIENCE/COLLEGE OF MED)
VPI	156	VOCATIONAL PREPARATORY INSTRUCTION
WCL	048	WARD CLERK
WDS	001	WEED SCIENCE
WIS	001	WILDLIFE SCIENCE
WOH	037	WORLD HISTORY
WST	089	WOMEN'S STUDIES
YOR	145	YORUBA LANGUAGE
YOT	145	YORUBA LITERATURE IN TRANSLATION
YRW	145	YORUBA LITERATURE (WRITINGS)
ZOO	007	ZOOLOGY

SUBJECT MATTER AREAS AND PREFIX TITLES (WITH SMA CODES)

Accounting (165)

ACG Accounting: General
ACO Accounting: Occ./Tech.
APA Applied Accounting
TAX Taxation

Adult Education (085)

ADE Adult Education

Aeronautical Science (128)

AMT Aviation Maintenance Technology
ASC Aviation Science: General
ATF Aviation Technology: Flight
ATT Aviation Technology: Theory
AVM Aviation Management
AVS Avionics

African Studies (105)

AFS African Studies

Agriculture (001)

AEB Agricultural Economics & Bus.
AEE Agriculture & Extension Ed.
AGE Agricultural Engineering
AGG Agriculture - General
AGR Agronomy
ANS Animal Science
AOM Agricultural Operations Mgmt.
ASG Animal Science General
ATE Animal Science Technology
DAS Dairy Science
ENY Entomology
FAS Fishery & Aquaculture Science
FNR Forestry & Natural Resources
FOR Forestry
FRC Fruit Crops
GCO Golf Course Operations
MAG Mechanized Agriculture
NEM Nematology
PAZ Parks and Zoos
PLP Plant Pathology
PLS Plant Science
PMA Pest Management
PSE Poultry Science
SOS Soil Science
VEC Vegetable Crops
VME Veterinary Medicine
WDS Weed Science
WIS Wildlife Science

See Also: Biological Science (007)
Economics (018)
Engineering Tech. (032)
Arch: Landscape (017)
Management (139)
Nutrition (141)
Ornamental/Hort. Sci. (239)

Veterinary Medicine (083)

American and Afro-American Studies (005)

AFA Afro-American Studies
AMS American Studies

See Also: Social Sci., Interdisc. (102)

SUBJECT MATTER AREAS AND PREFIX TITLES (WITH SMA CODES)

Amerindian Languages (047)

AYM Aymara Language

Anthropology (003)

ANT Anthropology

See Also: Linguistics (127)
Sociology (095)

Arabic Language & Literature (121)

ABT Arabic in Translation and/or Translation Skills
ARA Arabic Language

Architecture (004)

ARC Architecture
TAR Technical Architecture
VAR Variable-Paced Architecture

See Also: Drafting (532)
Landscape Architecture (017)

Art (006)

ARE Art Education
ARH Art History
ART Art
ARV Art, Vocational

Asian Studies (106)

ASN Asian Studies

Automotive/Engine Repair

See Mechanics

Banking (130)

BAN Commercial Banking (AIB Courses Only)
BRC Banking Related Courses (Not AIB/IFE Courses)
SVL Savings & Loan (IFE Courses Only)

Behavioral Studies (154)

BES Behavioral Studies

Biochemistry (103)

BCH Biochemistry (Biophysics)

See Also: Biological Science (007)
Chemistry (065)
Physics (068)

Biological Science (007)

BOT Botany
BSC Biological Science
MCB Microbiology
PCB Process Biology (Cell/Molecular/Ecology/Genetics/Physiology)
ZOO Zoology

See Also: Biochemistry/Biophysics (103)

Building Construction (087)

BCN Building Construction
BCT Building Construction Trades
BCV Building Construction: Vocational

Business Education (149)

BTE Business Teacher Education
DEC Marketing & Distributive Education

SUBJECT MATTER AREAS AND PREFIX TITLES (WITH SMA CODES)

Business Law (112)

BUL Business Law

Cardiopulmonary Technology (120)

CPT Cardiopulmonary Technology
CVT Cardiovascular Technology

Chemistry (065)

CHM Chemistry
CHS Chemistry-Specialized

See Also: Biochemistry/Biophysics (103)

Chiropractic (061)

CHR Chiropractic

Classical Language & Literature (146)

CLA Classical & Ancient Studies
CLT Classical Lit. in Translation
GMT Modern Greek Lit. in Translation
GMW Modern Greek Lit. (Writings)
GRS Classical Greek (Language Study)
GRK Modern Greek Literature
GRW Classical Greek Lit. (Writings)
LAT Latin (Language Study)
LNW Latin Literature (Writings)

Communications (098)

COM Communication

See Also: Mass Communications (043)
Speech Communication (078)

Comparative Policy Studies (108)

CPS Comparative Policy Studies (Multinational)

Computer Science/Computer Engineering/ Information Sciences (010)

CAP Computer Applications (for Computer Scientists)
CDA Computer Design/Architecture
CEN Computer Engineering
CGS Computers General Studies
CIS Computer & Information Systems
COP Computer Programming
COT Computer Theory

Cooperative Education (100)

COE Cooperative Education

Cosmetology (177)

COS Cosmetology
CSP Cosmetology - Specialized

Criminal Justice (011)

CCJ Criminology & Criminal Justice
CJD Criminal Justice Development
CJT Criminal Justice Technologies

Dance (012)

DAA Dance Activities
DAE Dance Education
DAN Dance

See Also: Physical Education (164)
Theatre (080)

SUBJECT MATTER AREAS AND PREFIX TITLES (WITH SMA CODES)

Dental Assistant (013)

DEA Dental Assisting

See Also: Dental Support (119)

Dental Hygiene (014)

DEH Dental Hygiene

See Also: Dental Support (119)

Dental Laboratory Technology (015)

DTE Dental Laboratory Technology

See Also: Dental Support (119)

Dental Support (119)

DES Dental Support

See Also: Dental Assisting (013)
Dental Hygiene (014)

Dentistry (016)

DEN Dentistry

Drafting: Engineering Technologies (532)

ETD Engineering Tech: Drafting
TDR Technical Drafting

Economics (018)

ECO Economics
ECP Economic Problems & Policy
ECS Economic Systems & Development

Education, Administration and Supervision (019)

EDA Educational Administration
EDS Education Supervision

Education, Exceptional Child (020)

EED Education: Emotional Disorders
EEX Education: Exceptional Child - Core Competencies
EGI Education: Gifted
EHD Education: Hard of Hearing and Deaf
ELD Education: Specific Learning Disabilities
EMR Education: Mental Retardation
EPH Education: Physical & Multiple Handicapped
EVI Education: Visually Impaired-Blind

Education: Foundations and Policy Studies (021)

EDF Education: Foundations & Policy Studies

Education, Guidance and Counseling (022)

EGC Educational Guidance and Counseling
MHS Mental Health Services
RCS Rehabilitation Counseling Services
SDS Student Development Services

Education Systems (024)

EDE Education: Elementary
EDG Education: General
EDH Education: Higher
EDM Education: Middle School
EEC Education: Early Childhood
EME Education Technology & Media
ESE Education: Secondary

SUBJECT MATTER AREAS AND PREFIX TITLES (WITH SMA CODES)

Education: Vocational-Industrial Arts (025)

- EIA Education: Industrial Arts
- EIV Education: Industrial/Vocational
- EVT Education: Vocational/Technical

Electrical-Electronic Technology (179)

- CET Computer Engineering Technology
- EER Electrical/Electronics Repair
- EET Electronic Engineering Tech.
- EEV Electrical/Electronic Vocational
- EST Electronic Specialty Technology

Electroencephalographic Technology (026)

- ETN Electroencephalographic Tech.

Emergency Medical Services (166)

- EMS Emergency Medical Services

Engineering: Chemical/Nuclear (174)

- ECH Engineering: Chemical
- ENU Engineering: Nuclear

Engineering: Civil/Environmental (028)

- CCE Civil Construction Engineering
- CEG Civil Geotechnical Engineering
- CES Civil Engineering Structures
- CGN Civil Engineering
- CWR Civil Water Resources
- EES Environmental Engineering Sci.
- ENV Engineering: Environmental
- TTE Transportation Engineering

Engineering: Computer Math/Materials (175)

- ECM Engineering: Computer Math
- EMA Materials Engineering

See Also: Computer Science (010)

Engineering: Electrical (029)
(Electrical, Electronic, Communication)

- EEL Engineering: Electrical
- ELR Electrical Laboratories & Related Areas

Engineering: General Support (171)

- EGN Engineering: General
- EGS Engineering: Support

Engineering: Industrial (173)

- EIN Industrial Engineering
- ESI Industrial/Systems Engineering

Engineering: Mechanical (172)
(Aerospace, Mechanical)

- EAS Aerospace Engineering
- EGM Engineering Science
- EMC Engineering: Mechanical and Chemical
- EML Engineering: Mechanical

Engineering Technologies (032)

- ETC Engineering Tech: Civil
- ETG Engineering Tech: General
- ETI Engineering Tech: Industrial
- ETM Engineering Tech: Mechanical

See Also: AET in HVACR Trades (202)
EER in Electrical/Electronics (179)
ETD in Drafting (532)

English as a Second Language (129)

ENS English for Non-native Speakers (College Level)
ESL College Prep. English for Non-native Speakers
TSL Teaching English as a Second Language

See Also: English Language & Lit. (163)

English Language & Literature (163)

AML American Literature
CRW Creative Writing
ENC English Composition
ENG English - General
ENL English Literature
LIT Literature

See Also: Foreign Languages (053)
Humanities (136)
Language Arts & English Education (093)
Linguistics (127)

Environmental Studies (152)

EVR Environmental Studies
EVS Environmental Science

European Studies (107)

EUS European Studies

Finance (131)

FIN Finance

Fire Science (132)

FFP Fire Fighting & Protection

Foreign & Biblical Languages and Literature (053)

FOL Foreign & Biblical Languages
FOT Foreign & Biblical Languages (In Translation)
FOW Foreign & Biblical Languages Comparative Literature (Writings)
KOR Korean Language & Literature

See Also: Individual Languages

Foreign Language Education (148)

FLE Foreign Language Education

French Language & Literature (133)

FRE French Language
FRT French in Translation and/or Translation Skills
FRW French Literature (Writings)

See Also: English Literature (163)

Funeral Services (054)

FSE Funeral Services

General Business (155)

GEB General Business

Geography (034)

GEA Geography: Regional Areas
GEO Geography: Systematic

See Also: Meteorology (067)
Oceanography (058)
Urban & Regional Planning (082)

SUBJECT MATTER AREAS AND PREFIX TITLES (WITH SMA CODES)

Geology (066)

GLY Geology

German & Germanic Language & Lit. (134)

DUT Dutch Language
GER German
GET German Literature in Translation
GEW German Literature (Writings)
ICW Icelandic Literature
SCA Scandinavian Languages
SCT Scandinavian Lit. in Translation
SNW Scandinavian Literature

Gerontology (035)

GEY Gerontology

Graphic Arts (160)

GRA Graphic Arts

Haitian Languages (123)

HAI Haitian Creole Language

Health Care Administration (084)

HCA Health Care Administration

Health, Leisure & Physical Education (101)

HLP Health, Leisure & P.E.

See Also: Health Sciences/Resources (169)
Leisure (Recreation) (096)

Health Sciences/Resources (169)

HSA Health Services Administration
HSC Health Services
PHC Public Health Concentration

Hebrew Language & Literature (122)

HBR Modern Hebrew Language
HBT Modern Hebrew in Translation
HEB Ancient Hebrew
HMW Modern Hebrew Literature (Writings)

History (037)

AFH African History
AMH American History
ASH Asian History
EUH European History
HIS General History & Historiography
LAH Latin American History
WOH World History

Home Economics (038)

CHD Home Ec. Child Development
COA Consumer Affairs
CTE Home Ec: Clothing & Textiles
FAD Home Ec: Family Development
FAM Fashion Modeling
HEC Home Economics/Community
HEE Home Economics Education
HEV Home Economics - Vocational
HHD Housing & Home Design
HME Home Management & Equipment
HOE Home Economics: General

See Also: Ed. Systems (Early Childhood)
Nutrition (141)
Psychology (072)

SUBJECT MATTER AREAS AND PREFIX TITLES (WITH SMA CODES)

Hotel & Restaurant Management (117)

HFT Hospitality Management
HMV Hospitality Management, Vocational

See Also: Nutrition (141)

Humanities (136)

HUM Humanities

See Also: Art (006)
English Lang. & Lit. (163)
History (037)
Music (055)
Philosophy (063)
Religion (074)

Human Services (162)

HUS Human Services

HVACR: Heating/Ventilation/AC/ Refrigeration (202)

ACR Air Conditioning/Refrigeration

Integrated Pest Management (056)

IPM Integrated Pest Management

Interdisciplinary Studies/ Interdisciplinary Honors (040)

IDH Interdisciplinary Honors
IDS Interdisciplinary Studies

See Also: Humanities (136)
Women's Studies (089)

Interdisciplinary Science (Natural Science) (113)

GFD Geophysical Fluid Dynamics
ISC Interdisciplinary Science
MOB Molecular Biophysics

Interior Design (086)

IND Interior Design

Italian Language & Literature (137)

ITA Italian Language
ITT Italian Literature in Translation
ITW Italian Literature (Writings)

Jewish/Judaic Studies (168)

JST Jewish/Judaic Studies

Labor Studies (181)

LBS Labor Studies

Landscape Architecture (017)

LAA Landscape Architecture

Language Arts & English Education (093)

LAE Language Arts & English Ed.
RED Reading Education

See Also: English Language & Lit. (163)
Reading (153)

Latin American Studies (116)

LAS Latin American Studies

SUBJECT MATTER AREAS AND PREFIX TITLES (WITH SMA CODES)

Law (041)

LAW Law

Leisure (096)

LEI Leisure

See Also: Health, Leisure & P.E. (101)
Physical Education (164)

Library Science (042)

LIS Library Science

Linguistics (127)

LIN Linguistics

See Also: Anthropology (003)
English Lang. & Lit. (163)
Individual Foreign Languages

Management (139)

ISM Information Systems Management
MAN Management
MNA Management: Applied
SBM Small Business Management: Occupational/Technical

Marketing (140)

MAR Marketing
MKA Marketing Applications

Mass Communication (043)

ADV Advertising
CMC Corporate Media Communications
FIL Film
JOU Journalism
MMC Mass Media Communication
PUR Public Relations
RTT Radio-Television Technology
RTV Radio-Television
VIC Visual Communication

See Also: Communication (098)

Massage (046)

MSS Massage

Mathematics (044)

MAA Mathematics-Analysis
MAC Mathematics-Calculus & Precalculus
MAD Mathematics-Discrete
MAP Mathematics Applied
MAS Mathematics-Algebraic Struct.
MAT Mathematics
MGF Mathematics-General & Finite
MHF Mathematics-History & Found.
MTB Mathematics-Technical & Bus.
MTG Mathematics-Topology & Geometry

See Also: Engineering: Computer Math (175)
Statistics (114)

Mathematics Education (115)

MAE Mathematics Education

Mechanic: Automotive, Autobody, Diesel, Marine, Motorcycle, Small Engine (033)

AER Automotive Mechanics
ARR Autobody Repair & Refinishing
DIM Diesel Mechanics
MOM Motorcycle Mechanics
MTE Marine Tech. and Nautical Science
SER Small Engine Mechanics

Medical Assisting (045)

MEA Medical Assisting Technology

Medical Laboratory Science (049)

MLS Medical Laboratory Science
MLT Medical Laboratory Technology

Medical Records (048)

MRE Medical Records
MTS Medical Transcription
WCL Ward Clerk

Medicine (050)

BCC Medicine
BMS Basic Medical Sciences
GMS Graduate Medical Sciences
MEL Medicine Electives

Mental Retardation (090)

MER Mental Retardation

Meteorology (067)

MET Meteorology

Midwifery (091)

MDW Midwifery

Military Science (052)

AFR Aerospace Studies
MIS Military Science
NSC Naval Science

See Also: History (037)
Political Science (071)

Music - Applied (092)

MVB Applied Music: Brasses
MVH Applied Music: Historical Instruments
MVJ Applied Music: Jazz
MVK Applied Music: Keyboard
MVO Applied Music: Other
MVP Applied Music: Percussion
MVS Applied Music: Strings
MVV Applied Music: Voice
MVW Applied Music: Woodwinds

Music - Other Than Applied (055)

MUC Music: Composition
MUE Music: Education
MUG Music: Conducting
MUH Music: History/Musicology
MUL Music: Literature
MUM Music: Commercial
MUN Music Ensembles
MUO Music: Opera/Musical Theatre
MUR Music: Church
MUS Music
MUT Music: Theory
MUY Music: Therapy

Nursing (036)

NGR Nursing, Graduate
NUR Nursing, Generic Undergraduate

See Also: Nutrition (141)
Practical Nursing (081)

Nutrition (141)

DIE Dietetics
FOS Food Science
FSS Food Service Systems
HUN Human Nutrition

See Also: Home Economics (038)
Hospitality Management (117)

Occupational Studies (156)

IEA Industrial Education Applied
VPI Vocational Preparatory Instruction

See Also: Individual Occupational Areas

Occupational Therapy (057)

OTH Occupational Therapy

Oceanography (058)

EOC Engineering & Oceanography
OCB Oceanography: Biological
OCC Oceanography: Chemical
OCE Oceanography: General
OCG Oceanography: Geological
OCP Oceanography: Physical

See Also: Biological Science (007)
Chemistry (065)
Engineering Tech. (032)
Geology (066)
Physics (068)

Office Systems Technology (218)

OCA Office Computer Applications
OFT Office Technology (Occupational/Variable)
OST Office Systems Technology
OTA Office Technology Applications

See Also: Accounting (165)

Ophthalmic Technology/Vision Care (060)

OPT Ophthalmic Technology/Vision Care

Oral Interpretation (099)

ORI Oral Interpretation

Oriental Language & Literature (126)

CHI Chinese
CHT Chinese Literature in Trans.
CHW Chinese Literature (Writings)
JPN Japanese Language
JPT Japanese Literature in Trans.
JPW Japanese Literature (Writings)

Ornamental/Horticultural Science (239)

HOS Horticultural Sciences
ORH Ornamental Horticulture
ORV Ornamental Horticulture Variable Paced

See Also: Agriculture (001)
Landscape Architecture (017)

Paralegal/Legal Assisting/Legal Administration (338)

PLA Paralegal/Legal Assisting/Legal Administration

Peace Studies (097)

PAX Peace Studies

Pharmacy (062)

PHA Pharmacy
PTN Pharmacy Technician

Philosophy (063)

PHH Philosophy, History of
PHI Philosophy
PHM Philosophy of Man & Society
PHP Philosophies and Schools

See Also: History (037)
Political Science (071)
Religion (074)

Photography (240)

PGY Photography

Physical Education (164)

PEL Physical Education Activities (General) Object Centered
PEM Physical Education Activities (General) Performance Centered
PEN Physical Education Activities (General) Water, Snow, Ice
PEO Physical Education Activities (Professional) Object Centered
PEP Physical Education Activities (Professional) Performance Centered
PEQ Physical Education Activities (Professional) Water, Snow, Ice
PET Physical Education Theory

See Also: Health, Leisure & P.E. (101)

Physical Therapy (069)

PHT Physical Therapy

Physician's Assistant (070)

PAS Physician's Assistant

Physics (068)

AST Astronomy
PHY Physics
PHZ Physics (continued)
PSC Physical Sciences

Political Science (071)

CPO Comparative Politics
INR International Relations
POS Political Science
POT Political Theory
PUP Public Policy

Portuguese Language & Literature (125)

POR Portuguese Language
POW Portuguese Lit. (Writings)
PRT Portuguese in Translation

Practical Nursing/ Health Care Providers (081)

HCP Health-care Providers (Assistants)
PRN Practical Nursing

See Also: Nutrition (141)

Precision Metals Technology (051)

PMT Precision Metals Tech.

Prosthetics & Orthotics (077)

PRO Prosthetics & Orthotics

Psychology (072)

CBH Comparative Psychology & Animal Behavior
CLP Clinical Psychology
CYP Community Psychology
DEP Developmental Psychology
EAB Experimental Analysis of Behavior
EDP Educational Psychology
EXP Experimental Psychology
INP Industrial & Applied Psychology
PCO Psychology for Counseling
PPE Personality
PSB Psychobiology
PSY Psychology
SOP Social Psychology
SPS School Psychology

See Also: Biological Sciences (007)
Ed. Foundations (021)
Human Services (162)
Student Life Skills (167)

Public Administration (142)

PAD Public Administration

See Also: Management (139)
Political Science (071)
Urban & Regional Planning (082)

Quantitative Methods in Business (111)

QMB Quantitative Methods in Business

See Also: Mathematics (044)
Statistics (114)

Radiological & Nuclear Medicine Tech. (073)

NMT Nuclear Medicine Technology
RAT Radiation Therapy
RHT Radiation Health/ Radiation Protection Technology
ROT Reactor Operator Technology
RTE Radiologic Technology
SON Sonography

Reading (153)

REA Reading

See Also: Language Arts & English Ed. (093)

Real Estate (109)

REE Real Estate

Religion (074)

REL Religion

See Also: Foreign & Biblical Lang. (053)
History (037)
Humanities (136)
Philosophy (063)
Sociology (095)

Respiratory Care (075)

RET Respiratory Care

Risk Management and Insurance (110)

RMI Risk Management & Insurance

Science Education (023)

SCE Science Education

Slavic Language and Literature (143)

CZE Czech Language
CZW Czech Literature (Writings)
PLT Polish in Translation
PLW Polish Literature
POL Polish Language
RUS Russian Language
RUT Russian Lit. in Translation
RUW Russian Literature (Writings)
SCW Serbo-Croatian Literature (Writings)
SEC Serbo-Croatian Language
SLL Slavic Languages
SLW Slavic Literature (Writings)

Social Sciences, Interdisciplinary (102)

ISS Interdisc. Social Sciences

Social Studies Education (094)

SSE Social Studies Education

Social Work (076)

SOW Social Work

Sociology (095)

DEM Demography
SYA Sociological Analysis
SYD Sociology of Demography and Area Studies
SYG Sociology, General
SYO Social Organization
SYP Social Processes

See Also: Anthropology (003)
Criminology (011)
Political Science (071)
Psychology (072)

South Asian Languages (124)

SAL South Asian Languages

Spanish Language and Literature (144)

SPN Spanish Language
SPT Spanish Literature in Translation
SPW Spanish Literature (Writings)

Speech Communication (078)

SED Speech Education
SPC Speech Communication

See Also: Communications (098)
Linguistics (127)
Oral Interpretation (099)

Speech Pathology and Audiology (079)

SPA Speech Pathology & Audiology

See Also: Exceptional Child Ed. (020)
Linguistics (127)

Statistics (114)

STA Statistics

See Also: Quantitative Methods in Business (111)

Student Life Skills (167)

SLS Student Life Skills (Learning)

Sub-Sahara African Languages (145)

SHO Shona Language
SHT Shona Literature in Translation
SSA Sub-Sahara African Languages
SST Sub-Sahara African Literature in Translation
SWA Swahili Language
SWT Swahili Literature in Translation
YOR Yoruba Language
YOT Yoruba Literature in Translation
YRW Yoruba Literature (Writings)

Surgical Technology Studies (059)

STS Surgical Technology Studies

Surveying & Mapping (157)

SUR Surveying & Related Areas

Theatre Arts (080)

THE Theatre
TPA Theatre Production & Admin.
TPP Theatre Performance & Performance Training

See Also: Oral Interpretation (099)
Speech Communication (078)

Transportation & Logistics (088)

TRA Transportation & Logistics

Urban and Regional Planning (082)

URP Urban and Regional Planning
URS Urban and Regional Studies

Veterinary Medicine (083)

VEM Veterinary Medicine

Women's Studies (089)

WST Women's Studies

APPENDIX D

INSTITUTION IDENTIFICATION

- PARTICIPATING UNIVERSITIES
- PARTICIPATING COMMUNITY COLLEGES
- PARTICIPATING TECHNICAL EDUCATION CENTERS

INSTITUTION IDENTIFICATION

UNIVERSITIES

ABBREVIATION	FICE	NAME	CITY
PUBLIC			
FAMU	001480	Florida A & M University	Tallahassee
FAU	001481	Florida Atlantic University	Boca Raton
FGCU	(TBA)	Florida Gulf Coast University	Fort Myers
FIU	009635	Florida International University	Miami
FSU	001489	Florida State University	Tallahassee
UCF	003954	University of Central Florida	Orlando
UF	001535	University of Florida	Gainesville
UNF	009841	University of North Florida	Jacksonville
USF	001537	University of South Florida	Tampa
UWF	003955	University of West Florida	Pensacola

INSTITUTION IDENTIFICATION

COMMUNITY COLLEGES

ABBREVIATION	FICE	NAME	CITY
PUBLIC			
BRE	001470	Brevard Community College	Cocoa
BRO	001500	Broward Community College	Ft. Lauderdale
CFCC	001471	Central Florida Community College	Ocala
CJC	001472	Chipola Junior College	Marianna
DBCC	001475	Daytona Beach Community College	Daytona Beach
ECC	001477	Edison Community College	Ft. Myers
FCCJ	001484	Florida Community College at Jax.	Jacksonville
FKCC	001485	Florida Keys Community College	Florida Keys
GCCC	001490	Gulf Coast Community College	Panama City
HCC	007870	Hillsborough Community College	Tampa
IRCC	001493	Indian River Community College	Ft. Pierce
LCCC	001501	Lake City Community College	Lake City
LSCC	001502	Lake-Sumter Community College	Leesburg
MCC	001504	Manatee Community College	Bradenton
MDCC	001505	Miami-Dade Community College	Miami
NFJC	001508	North Florida Junior College	Madison
OWCC	001510	Okaloosa-Walton Community College	Niceville
PBJC	001512	Palm Beach Community College	Lake Worth
PHCC	010652	Pasco-Hernando Community College	Dade City
PJC	001513	Pensacola Junior College	Pensacola
PCC	001514	Polk Community College	Winter Haven
SJRC	001523	St. Johns River Community College	Palatka
SPJC	001528	St. Petersburg Junior College	St. Petersburg
SFCC	001519	Santa Fe Community College	Gainesville
SCC	001520	Seminole Community College	Sanford
SOFL	001522	South Florida Community College	Avon Park
TCC	001533	Tallahassee Community College	Tallahassee
VCC	006750	Valencia Community College	Orlando
PRIVATE			
FLAC	001482	Florida College	Temple Terrace
SOCO	010035	Southern College	Orlando

INSTITUTION IDENTIFICATION

AREA TECHNICAL EDUCATION CENTERS

ABBREVIATION	FICE	NAME	CITY
PUBLIC			
AVTC	062221	Atlantic Area Vo-Tech Center	Coconut Creek
BSC	290362	Brewster Technical Center	Tampa
BUVT	040171	Bradford-Union Area Vo-Tech Center	Starke
CCVT	110281	James Lorenzo Walker Vo-Tech Center	Naples
CVTC	080161	Charlotte Vo-Tech Center	Port Charlotte
EAVC	291421	Erwin Vocational Center	Tampa
GSVC	170861	George Stone Area Vo-Tech Center	Pensacola
LCAV	360541	Lee County Vocational Area Vocational Center	Ft. Myers
LHEC	138005	Lindsey Hopkins Education Center	Miami
LKCV	350531	Lake County Area Vo-Tech Center	Eustis
LMLV	370361	Lewis M. Lively Area Vo-Tech Center	Tallahassee
MAVT	410211	Manatee Area Vo-Tech Center	Bradenton
MFTI	481131	Mid-Florida Technical Institute	Orlando
MLTC	138901	Miami Lakes Technical Center	Miami
MVTC	061291	William McFatter Vo-Tech Center	Davie
NTEC	501416	North Technical Education Center	Riviera Beach
OVTC	481581	Orlando Vo-Tech Center	Orlando
PTEC	524541	Pinellas Technical Education Center-Clearwater	Clearwater
RLVC	570321	Radford M. Locklin Vo-Tech Center	Milton
RMVT	138911	Robert Morgan Vo-Tech Institute	Perrine
RVTC	531691	Ridge Vo-Tech Center	Winter Haven
SATC	550231	St. Augustine Technical Center	St. Augustine
SCTI	580391	Sarasota County Technical Institute	Sarasota
SHAV	610012	Suwannee-Hamilton Area Vo-Tech Center	Live Oak
SPVI	523801	Pinellas Technical Education Center-St. Pete	St. Petersburg
STEC	501571	South Technical Education Center	Boynton Beach
SVC	061051	Sheridan Vocational Center	Hollywood
TABV	294221	Tampa Bay Area Vo-Tech Center	Tampa
TPH	030481	Thomas P. Haney Area Vo-Tech Center	Panama City
TTI	620131	Taylor Technical Institute	Perry
TVTC	531591	Traviss Vo-Tech Center	Eaton
WHVT	670141	Washington-Holmes Area Vo-Tech Center	Chipley
WPAV	485852	Winter Park Adult Vocational Center	Winter Park
WTEC	501591	West Technical Education Center	Belle Glade
WVAC	090131	Withlacoochee Technical Institute	Inverness
WVTC	485783	Westside Vo-Tech Center	Winter Garden

APPENDIX E

FLORIDA STATUTES AND STATE BOARD OF EDUCATION RULES
PERTAINING TO THE STATEWIDE COURSE NUMBERING SYSTEM

STATUTES AND RULES GOVERNING
THE STATEWIDE COURSE NUMBERING SYSTEM

Compiled by

The Office of Postsecondary Education Coordination
Florida Department of Education
1101 Florida Education Center
Tallahassee, Florida 32399-0400

August, 1994

229.551 Educational management.—

(1) The department is directed to identify all functions which under the provisions of this act contribute to, or comprise a part of, the state system of educational accountability and to establish within the department the necessary organizational structure, policies, and procedures for effectively coordinating such functions. Such policies and procedures shall clearly fix and delineate responsibilities for various aspects of the system and for overall coordination of the total system. The commissioner shall perform the following duties and functions:

(f) Development and coordination of a common course designation and numbering system for community colleges and the State University System which will improve program planning, increase communication among community colleges and universities, and facilitate the transfer of students. However, such a system shall not encourage or require course content prescription or standardization or uniform course testing, and the continuing maintenance of the system shall be accomplished by appropriate faculty committees. Also, the system shall be applied to all postsecondary and postsecondary adult vocational programs and courses offered in school districts and community colleges;

History.—s. 8, ch. 68-13; s. 1, ch. 69-300; s. 13, ch. 72-221; s. 3, ch. 75-302; s. 2, ch. 76-223; s. 108, ch. 79-222; s. 2, ch. 81-193; s. 2, ch. 82-180; s. 3, ch. 83-325; s. 50, ch. 84-336; s. 40, ch. 85-80; s. 10, ch. 85-109; s. 1, ch. 86-225; s. 47, ch. 87-329; s. 1, ch. 88-18; s. 20, ch. 89-189; s. 57, ch. 89-381; s. 56, ch. 90-360; s. 10, ch. 91-283; s. 68, ch. 92-136.

230.643 Academic transcript for vocational-technical center student; requirement.—Each vocational-technical center shall maintain an academic transcript for each student enrolled in the center. Such transcript shall delineate each course completed by the student. Courses shall be delineated by the course prefix and title assigned pursuant to [1]paragraph (1)(g) of s. 229.551. The center shall make a copy of a student's transcript available to any student who requests such copy.

History.—s. 21, ch. 87-212.
[1]Note.—Redesignated as paragraph (1)(f) by s. 47, ch. 87-329.

233.015 Purge of listed courses not taught for 5 years; rules.—The State Board of Education shall adopt rules which provide for the conduct of regularly scheduled purges of courses listed in the statewide course numbering system or institutional catalog that have not been taught at the institution for the preceding 5 years. Such rules shall include waiver provisions for course continuation in the event that an institution has reasonable cause for having not offered a course within the 5-year limit and an expectation that the course will be offered again within the following 5 years.

History.—s. 29, ch. 86-145.

CHAPTER 94-230

Committee Substitute for Senate Bill No. 636

240.115 Articulation agreement; acceleration mechanisms.--

(1)(a) Articulation between secondary and postsecondary education; admission of associate in arts degree graduates from Florida community colleges and state universities; the use of acceleration mechanisms, including nationally standardized examinations through which students may earn credit; and articulation among programs in nursing shall be governed by the articulation agreement, as established by the Department of Education. The articulation agreement must specifically provide that every associate in arts graduate of a Florida community college must be granted admission to the upper division of a state university except to a limited access or teacher certification program or a major program requiring an audition. After admission has been granted to students under provisions of this section and to university students who have successfully completed 60 credit hours of coursework and met the requirements of s. 240.107, admission shall be granted to State University System and Florida community college students who have successfully completed 60 credit hours of work. Community college associate in arts graduates shall receive priority for admission to a state university over out-of-state students. Orientation programs and student handbooks provided to freshman enrollees and transfer students at state universities must include an explanation of this provision of the articulation agreement.

(b) Any student who transfers among regionally accredited postsecondary institutions that participate in the common course designation and numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions if the courses are judged by the appropriate common course designation and numbering system faculty task force to be equivalent to courses offered at the receiving institution. The award of credit may be limited to courses that are entered in the common course designation and numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

Approved by the Governor May 25, 1994.

CHAPTER 94-230

Committee Substitute for Senate Bill No. 636

246.013 Participation in the common course designation and numbering system.--

(1) Nonpublic colleges and schools that have been issued a regular license and that are fully accredited by a member of the Commission on Colleges of the Southern Association of Colleges and Schools ~~Council on Postsecondary Accreditation~~ and accredited nonpublic postsecondary colleges exempt from state licensure pursuant to s. 246.085(1)(a) may participate in the common course designation and numbering system. Participating colleges and schools shall bear the costs associated with inclusion in the system and shall meet the terms and conditions for institutional participation in the system. The department shall adopt a fee schedule that includes the expenses incurred through data processing, faculty task force travel and per diem, and staff and clerical support time. Such fee schedule may differentiate between the costs associated with initial course inclusion in the system and costs associated with subsequent course maintenance in the system. Any college that participated in the system prior to July 1, 1986, shall not be required to pay the costs associated with initial course inclusion in the system. Fees collected for participation in the common course designation and numbering system pursuant to the provisions of this section shall be deposited in the Institutional Assessment Trust Fund created by s. 246.31. The Legislature finds and declares that independent nonprofit colleges and universities eligible to participate in the Florida resident access grant program pursuant to s. 240.605 are an integral part of the higher education system in this state and that a significant number of state residents choose this form of higher education. Any independent college or university that is eligible to participate in the Florida resident access grant program shall not be required to pay the costs associated with participation the common course designation and numbering system.

(2) No college or school shall record student transcripts or document courses offered by the college or school in accordance with this section unless the college or school is actually participating in the system pursuant to rules of the State Board of Education. Any college or school deemed to be in violation of this section shall be subject to the provisions of s. 246.111 or s. 246.228.

Approved by the Governor May 25, 1994.

6A-10.024 Articulation Between Universities, Community Colleges, and School Districts.

(1) Each state university president, community college board of trustees, and district school board shall plan and adopt policies and procedures to provide articulated programs so that students can proceed toward their educational objectives as rapidly as their circumstances permit. Universities, community colleges, and school districts shall exchange ideas in the development and improvement of general education, and in the development and implementation of student acceleration mechanisms. They shall establish joint programs and agreements to facilitate articulation, acceleration, and efficient use of faculty, equipment, and facilities.

(2) Articulation Coordinating Committee. The Commissioner shall establish an Articulation Coordinating Committee which shall report to the Commissioner and consist of thirteen (13) members appointed by the Commissioner: three (3) members representing the state university system; three (3) members representing the state community college system; one (1) member representing vocational education; three (3) members representing public schools; one (1) member representing students; one (1) member from the Commissioner's staff who shall serve as chairman; and one (1) additional member. The Committee shall:

(a) Accept continuous responsibility for community college- university-school district relationships, including recommending to the Commissioner plans for school district articulation relationships with community colleges and universities, including coordination of cooperative plans required by Section 229.814(5), Florida Statutes.

(b) Establish articulation accountability measures. Further, the Committee shall annually collect, analyze, and make recommendations to the Commissioner of Education on the accountability measures. Such report, at a minimum, shall address the provisions set forth in Section 240.1162, Florida Statutes. The articulation accountability report shall be included in the Commissioner's annual report on the status of education to the State Board of Education and the Legislature.

(c) Develop suggested guidelines for interinstitutional agreements between public schools, community colleges, and universities to facilitate interaction, articulation, acceleration, and the efficient use of faculty, equipment, and facilities.

(d) Establish groups of university-community college-school district representatives to facilitate articulation in subject areas.

(e) Conduct a continuing review of the provisions of Rule 6A-10.024, FAC.

(f) Review instances of student transfer and admissions difficulties among universities, community colleges, and public schools. Decisions shall be advisory to the institutions concerned.

(g) Recommend resolutions of issues and recommend policies and procedures to improve articulation systemwide.

(h) Recommend the priority to be given research conducted cooperatively by the Divisions of Community Colleges, Universities, and Public Schools with individual institutions. Such research shall be encouraged and conducted in areas such as admissions, grading practices, curriculum design, and follow-up of transfer students. Research findings shall be used to evaluate current policies, programs, and procedures.

(i) Review and make recommendations to institutions for experimental programs which vary from official transfer policy.

(j) Develop procedures to improve articulation systemwide.

(k) Collect and disseminate information on successful cooperative programs under Rule 6A-10.024(1), FAC.

(l) Perform such other duties as may be assigned in law or by the State Board or the Commissioner.

(3) General education.

(a) Each state university and community college shall establish a general education core curriculum, which shall require at least thirty-six (36) semester hours of college credit in the liberal arts and sciences for students working toward a baccalaureate.

(b) After a state university or community college has published its general education core curriculum, the integrity of that curriculum shall be recognized by the other public universities and community colleges. Once a student has been certified by such an institution on the official transcript as having completed satisfactorily its prescribed general education core curriculum, regardless of whether the associate degree is conferred, no other state university or community college to which he or she may transfer shall require any further such general education courses.

(c) If a student does not complete a general education core curriculum prior to transfer, the general education requirement becomes the responsibility of the new institution.

(4) The associate in arts degree is the basic transfer degree of the community colleges. It is the primary basis for admission of transfer students from community colleges to upper division study in a state university. Every associate in arts graduate of a Florida community college shall be granted admission to an upper division program offered by a state university institution except to: a limited access program; a teacher certification program; or a major program requiring an audition or portfolio. After admission has been granted to associate in arts graduates as specified above and to state university students who have successfully completed sixty (60) credit hours of course work and met the requirements to Section 240.107, Florida Statutes, admission shall then be granted to state university system and Florida community college students who have successfully completed sixty (60) credit hours of work.

(5) The associate in arts degree shall be awarded upon:

(a) Completion of at least sixty (60) semester hours of college credit courses exclusive of courses not accepted in the state university system, and including a general education core curriculum of at least thirty-six (36) semester hours of college credit in the liberal arts and sciences;

(b) Achievement of a grade point average of at least 2.0 in all courses attempted, and in all courses taken at the institution awarding the degree, provided that only the final grade received in courses repeated by the student shall be used in computing the average. The grade of "D" shall

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transfer and count toward the baccalaureate in the same way as "D" grades obtained by students in the state universities. Whether courses with "D" grades in the major satisfy requirements in the major field may be decided by the university department or college;

(c) Completion of the requirements in Rule 6A-10.030, FAC.; and

(d) Achievement of the minimum standards in Rule 6A-10.0312, FAC.

(6) College Level Examination Program (CLEP). The transfer of credit awarded on the basis of scores achieved on examinations in the College Level Examination Program is protected by this rule only for examinations taken in the national administration program of CLEP or for examinations taken in institutional administrations which use the CLEP Microcomputer Scoring System and transmit student test data to the Educational Testing Service.

(a) General examinations.

1. Transfer of credit under the terms of this rule is mandatory provided that the institution awarding the credit did so on the basis of scaled scores determined to represent student achievement at or above the fiftieth (50th) percentile on the combined men-women sophomore norms in use prior to 1978, with no letter grade or grade points assigned. Minimum scaled scores for the award of credit are:

English Composition with Essay	500
Humanities	490
Mathematics	500
Natural Sciences	490
Social Sciences and History	490

2. No more than six (6) semester credits shall be transferred in each of the five (5) areas of the general examinations: English, humanities, mathematics, natural sciences, and social sciences-history.

3. Credit for general examinations in English taken after September 1, 1979, shall be transferred only for scores determined by successful completion of both the objective and the essay portions of the examination.

(b) Subject examinations. Transfer of credit under terms of this rule is mandatory provided that the institution awarding the credit did so on the basis of the fiftieth (50th) percentile or above on national norms, with no letter grades or grade points assigned. Minimum scores for the award of credit are:

Subject matter examination	Minimum score for awarding credit	Length of course for which the examination was designed (number of semesters)	Recommended maximum semester credit
Afro-American history*	50	1	3
American government	50	1	3
American history	49	2	6
American history I: Early Colonization to 1877	49	1	3
American history II: 1865 to present	49	1	3
American literature	50	2	6
Analysis & interpretation of literature	51	2	6
General biology	49	2	6
Clinical chemistry*	50	Based on subject matter in clinical year training	
Calculus with elementary functions	49	2	6
Calculus with analytical geometry*	49	2	6
College algebra	48	1	3
College algebra-trigonometry	50	1	3
Computers & data processing*	49	1	3
Educational psychology*	49	1	3
Elementary computer programming - FORTRAN IV*	51	1	3
College composition	50	2	6
English literature	49	2	6
English, freshman	51	2	6
French	50	0	12
	46	0	9
	42	0	6
General chemistry	50	2	6
General psychology*	50	1	3
Geology*	49	2	6
German	55	0	12
	52	0	9
	43	0	6
Hematology*	51	Based on subject matter in clinical year training	
History of American Education*	50	1	3
Human growth & development	51	1	3
Immunohematology*	50	Based on subject matter in clinical year training	
Information systems and applications	49	1	3
Introduction to educational psychology	50	1	3
Introduction to management	49	1	3
Introductory accounting	50	2	6
Introductory business law	51	2	6
Introductory calculus*	48	2	6
Introductory economics*	48	2	6
Introductory MACRO Economics	50	1	3
Introductory MICRO Economics	50	1	3
Introductory MACRO and MICRO Economics*	49	1	3
Introductory marketing*	50	1	3
Introductory psychology	49	1	3
Introductory sociology	50	2	6
Microbiology*	49	Based on subject matter in clinical year training	
Money & banking*	49	1	3
Principles of marketing	50	1	3
Spanish	55	0	12
	48	0	9
	45	0	6
Statistics*	51	1	3
Tests & measurements*	49	1	3
Trigonometry	54	1	3
Western civilization	49	2	6
Western civilization I: Ancient Near East to 1648	50	1	3
Western civilization II: 1648 to present	48	1	3

*Test discontinued. Scores still accepted.

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(c) Forty-five (45) CLEP credits is the maximum that may be accepted in transfer.

(d) The institution awarding CLEP examination credit may, but need not, specify for what course(s) it is being awarded.

(7) College Board Advanced Placement Program (AP).

(a) Transfer of credit under terms of this rule is mandatory, provided that the institution awarding the credit did so on the basis of College Board AP scores of three (3), four (4), or five (5) on any of the examinations in the program, with no letter grades or grade points assigned.

(b) The institution awarding College Board AP credit may, but need not, specify course(s) for which credit is being awarded. The standard policies of the institution prohibiting credit for overlapping courses shall apply.

(c) College Board AP credit that duplicates CLEP credit shall not be awarded or accepted in transfer.

(8) International Baccalaureate (IB) Diploma Program. The award of credit based on scores achieved on IB Diploma program examinations and the transfer of such credit are mandatory under the provisions herein.

(a) Students who have not been awarded the IB Diploma shall be awarded six (6) semester credits in the subject areas of each IB higher level examination on which they scored five (5) points or above.

(b) Students who have been awarded the IB Diploma shall be awarded up to thirty (30) semester credits in the subject areas in which they scored four (4) or above on IB Diploma program examinations. The credits shall be awarded as follows:

1. Six (6) semester credits for each IB examination on which they scored five (5) or above.

2. Three (3) semester credits for each IB examination on which they scored four (4).

(c) For students who completed IB Diploma program examinations before April, 1993:

1. Three (3) semester credits shall be awarded in the subject areas of each IB higher level examination on which they scored four (4).

2. Six (6) semester credits shall be awarded in the subject areas of each IB higher level examination on which they scored five (5) or above.

3. One (1) semester credit shall be awarded in the subject areas of each IB subsidiary level examination on which they scored four (4).

4. Three (3) semester credits shall be awarded in the subject areas of each IB subsidiary level examination on which they scored five (5) or above.

(d) Courses for which credit is to be awarded shall be determined by the community college or university first admitting and enrolling the students and shall be specified on the students' transcripts.

(e) No grades or grade points shall be assigned.

(f) Standard policies of the institution prohibiting credit for overlapping courses shall apply. No credit shall be awarded or accepted in transfer that duplicates other credit being awarded or accepted in transfer.

(9) United States Armed Forces Institute (USAFI).

(a) Credit earned through correspondence courses sponsored by USAFI may, but need not, be included under standard policies of the institutions. The standard policies of the institution prohibiting credit for overlapping courses shall apply.

(b) Credit may be awarded for tests of General Education Development (GED) only when verified by CLEP scores prescribed in Rule 6A-10.024(5), FAC.

(c) Credit awarded on the basis of subject tests (USST) in collegiate subjects may be included provided that the scores are at the fiftieth (50th) percentile or above.

(d) The institution awarding credit on the work sponsored by USAFI may, but need not, specify the course for which credit is being awarded. The standard policies of the institution prohibiting credit for overlapping courses shall apply.

(e) No grade or quality points are to be assigned for credit awarded on the basis of work sponsored by USAFI.

(f) No credit is to be awarded on work sponsored by USAFI which is duplicative of credit awarded by CLEP, College Board AP, or courses taken in the institution or received in transfer.

(10) Proficiency Examination Program (PEP). The transfer of credit awarded on the basis of scores achieved on examinations in the Proficiency Examination Program is protected by this rule only for examinations taken in the national administration program of PEP. Minimum scores for the award of credit are:

Examination	Score	Semester Hours of Credit
Afro-American History	50 (standard score)	3
Microbiology	50 (standard score)	3
Physical Geology	50 (standard score)	3
Statistics	50 (standard score)	3

(11) Pre-professional course responsibility. Lower division programs in state universities and community colleges may offer introductory courses to enable students to explore the principal professional specializations available at the baccalaureate level. Such courses shall be adequate in content to count toward the baccalaureate for students continuing in such specialization. However, deciding major course requirements for a baccalaureate, including courses in the major taken in the lower division, shall be the responsibility of the state university awarding the degree.

(12) Limited access programs. Community college transfer students shall have the same opportunity to enroll in university limited access programs as native university students. University limited access program selection and enrollment criteria shall be established and published in catalogs, counseling manuals, and other appropriate publications. A list of limited access programs shall be filed annually with the Articulation Coordinating Committee.

(13) A state university may accept non-associate in arts degree credit in transfer based on its evaluation of the applicability of the courses to the student's program at the university.

(14) State universities and community colleges shall publish with precision and clarity in their official catalogs the admission, course, and prerequisite requirements of the institution, each unit of the institution, each program, and each specialization. Any applicable duration of requirements shall be specified. The university catalog in effect at the time of a student's initial collegiate enrollment shall govern upper division prerequisites, provided the student maintains continuous enrollment as defined in that catalog.

(15) Standard transcript. The Articulation Coordinating Committee shall maintain a standard format for universities and community colleges to record the performance and credits of students. Each such transcript shall include all courses in which a student enrolls each term, the status in each course at the end of each term, all grades and credits awarded, College-Level Academic Skills Test scores, and a statement explaining the grading policy of the institution. The Articulation Coordinating Committee shall collaborate with the

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Division of Public Schools in the development of a standard format on which district school systems shall record the performance and credits of students.

(16) By December 1, 1991, the Department and all public universities, community colleges, and school districts shall have implemented the electronic exchange of student transcripts and associated educational records, including acquisition of and access to test scores of students, using the Florida Information Resource Network and following the procedures in the Florida Automated System for Transferring Educational Records section in "DOE Information Data Base Requirements: Volume I–Automated Student Information System," which is incorporated by reference in Rule 6A-1.0014, FAC.

(17) When a student transfers among institutions that participate in the common course designation and numbering system, the receiving institution shall award credit for courses satisfactorily completed at the previous participating institutions when the courses are judged by the appropriate common course designation and numbering system faculty task forces to be equivalent to courses offered at the receiving institution and are entered in the course numbering system. Credit so awarded can be used by transfer students to satisfy requirements in these institutions on the same basis as native students.

(18) All postsecondary courses offered for college credit, vocational credit, or college preparatory credit, as they are defined in Rule 6A-10.033, FAC., shall be entered in the common course designation and numbering system. Each course shall be assigned a single prefix and a single identifying number in the course numbering system.

Specific Authority 229.053(1), 240.115(1)(2) FS. Law Implemented 228.093(3)(d), 229.053(2)(c), 229.551(1)(f), 229.555(2), 229.814(5), 240.115, 240.116, 246.013 FS. History - New 5-5-75, Amended 10-7-75, 6-8-76, 8-22-77, 12-26-77, 3-28-78, 5-10-78, 7-2-79, 2-27-80, 5-27-81, 1-6-83, 4-5-83, 6-28-83, 1-9-85, Formerly 6A-10.24, Amended 8-4-86, 5-18-88, 5-29-90, 7-30-91, 10-4-93, 5-3-94.

6A-10.0242 Procedures for Determining the Level at Which Courses Shall be Classified.

(1) Baccalaureate upper-lower divisions. The following procedure shall be followed to distinguish lower division (freshman or sophomore) courses from upper division (junior or senior) courses. University and community college curriculum committees shall deliberate course proposals. Institutional procedures for study, review, and decision making shall be followed. The procedures shall include deciding the level at which the courses shall be classified.

(a) Criteria to identify baccalaureate lower division shall include:

1. General education courses required to earn an associate of arts degree and for which there is consensus that the courses should be offered within the first two (2) years of baccalaureate programs.

2. Introductory courses open to all students.

3. First course in a sequence and in which nonmajors may enroll.

4. General survey courses open to all students.

5. Courses designated to meet requirements of Rule 6A-10.030, FAC.

6. Courses designated to teach the skills identified in Rule 6A-10.031, FAC.

7. Physical education activity courses.

8. Courses offered in the first two (2) years of a required four-year sequence program major and the first year of a required three-year sequence program major.

(b) While not exhaustive, the criteria establish intent, which further guides decision making. The institution's decision regarding upper and lower division classification shall be indicated in the submission of the course for entry in the uniform course numbering and designation system. Should another institution object to the level designated, it may appeal to the Articulation Coordinating Committee after first attempting resolution directly with the subject institution.

Specific Authority 229.053(1), 240.115(2) FS. Law Implemented 229.053(2)(c), 240.115(2), 240.203(2), 240.301, 240.325(3)(4) FS. History - New 7-13-83, Formerly 6A-10.242, Amended 1-4-94.

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6A-10.02422 Procedures for Determining the Level at Which Vocational Education Programs Shall be Offered.

(1) The level at which programs shall be offered will be determined by the Postsecondary Vocational Program Leveling Committee, a subcommittee of the Standing Committee on Vocational Education, of the Articulation Coordinating Committee.

(2) The committee shall use the following criteria to determine the level at which postsecondary vocational programs and postsecondary adult vocational programs shall be offered.

(a) Postsecondary vocational instruction:

1. The majority of the instruction is theory based.

2. Licensing or accrediting agency requires the associate degree.

3. Prepares individuals for occupations that require a preponderance of analysis, evaluation or design.

(b) Postsecondary adult vocational instruction:

1. Programs that prepare individuals for occupations which generally require more manipulative skill development than theory.

2. Postsecondary adult vocational instruction is generally not as theoretical in content as instruction at the postsecondary vocational level, but may be highly technical in nature and require components in academic and employability skills.

(c) Changing levels. Program level assignments should be changed only when the occupation(s) for which students are being prepared can be related to one (1) of the conditions described in subparagraphs (2)(a)1., 2.,3., or 4., of this rule in the guidelines for postsecondary vocational education.

(3) The Postsecondary Vocational Program Leveling Committee.

(a) Annually, the Postsecondary Vocational Program Leveling Committee shall publish and disseminate to local education agencies a list of programs, by level, which shall include the effective date of program changes.

(b) The Postsecondary Vocational Program Leveling Committee procedures for study, review, and decision making shall include deciding the level at which the programs should be classified, with the understanding that programs are assigned at the lowest possible level commensurate with sound professional practice.

(4) Appeal. Should there be an objection to the level designated by the Postsecondary Vocational Program Leveling Committee, the institution filing the objection can appeal in a two (2) step process. First appeal is to the Standing Committee on Vocational Education. Final appeal is to the Articulation Coordinating Committee.

(5) Each school district and community college that conducts vocational education at the postsecondary level shall report each such program according to the program title, number, and level specified in the Vocational Education Program Courses Standards.

(6) To achieve uniform classification of all postsecondary vocational and postsecondary adult vocational programs, the vocational program review process of the Division of Vocational, Adult and Community Education shall include the specification of level, program by program.

Specific Authority 229.053(1) F.S. Law Implemented 239.205(1)(2) FS. History - New 3-22-94.

6A-10.033 Postsecondary Credit Definitions. The definitions herein apply to instruction in postsecondary area vocational-technical centers, community colleges, and universities.

(1) Credit. Credit is a unit of measure assigned to courses or course equivalent learning. Credit is awarded if the learning activity it represents is part of, or preparatory for, an organized and specified program leading to a postsecondary certificate or degree. Credit is a device which indicates to the learner, to educational institutions, to employers, and to others how much of the program the learner has completed. The credit awarded may be independent of where the learning occurs. If a learning activity does not meet these requirements, credit shall not be awarded. The only types of postsecondary credit authorized are:

(a) College credit. College credit is the type of credit assigned to courses or course equivalent learning that is part of an organized and specified program leading to a graduate, baccalaureate, or associate degree. One (1) college credit is based on the learning expected from the equivalent of fifteen (15) fifty-minute periods of classroom instruction; with credits for such things as laboratory instruction, internships, and clinical experience determined by the institution based on the proportion of direct instruction to the laboratory exercise, internship hours, or clinical practice hours.

(b) Vocational credit. Vocational credit is the type of credit assigned to courses or course equivalent learning that is part of an organized and specified program leading to a vocational certificate. It applies to postsecondary adult vocational courses. One (1) vocational credit is based on the learning expected from the equivalent of thirty (30) hours of instruction.

(c) Preparatory credit.

1. College preparatory credit. College preparatory credit is the type of preparatory credit assigned to courses that provide high school graduates who wish to enroll in college credit courses with additional academic preparation determined to be needed pursuant to Rule 6A-10.0315, FAC. One (1) college preparatory credit is based on the learning expected from the equivalent of fifteen (15) fifty-minute periods of classroom instruction, with credit for such things as laboratory instruction and individualized study determined by the institution based on the proportion of direct instruction to the laboratory exercise or individualized program. College preparatory courses provide competency-based instruction to develop college entry competencies in the communication and computation skills described herein.

a. College preparatory reading competencies are distinguished from college-level reading competencies based on the criteria in Rule 6A-10.0315(1), FAC. College preparatory reading instruction includes the recognition of main ideas, supporting details, meanings of words in context, author's purpose, tone, valid arguments, explicit and implicit relationships within and between sentences; and the ability to detect bias, to distinguish fact from opinion, and to draw logical inferences and conclusions.

b. College preparatory writing competencies are distinguished from college-level writing competencies based on the criteria in Rule 6A-10.0315(1), FAC. College preparatory writing instruction includes word choice, sentence structure, grammar, spelling, and punctuation.

c. College preparatory mathematics competencies are distinguished from college-level mathematics competencies in that the college-level competencies begin with intermediate algebra or general mathematics skills which build upon the preparatory competencies defined in Rule 6A-10.0315(*), FAC. College preparatory mathematics instruction includes arithmetic and introductory algebra including real numbers and their properties, basic operations with linear expressions, factoring of algebraic expressions, and solutions of linear equations and inequalities.

2. Vocational preparatory credit. Vocational preparatory credit is the type of preparatory credit assigned to courses that provide students who wish to enroll in vocational credit courses with additional academic preparation. One (1) vocational preparatory credit is based on the learning expected from the equivalent of fifteen (15) fifty-minute periods of classroom instruction, with credit for such things as laboratory instruction and individualized study determined by the institution based on the proportion of direct instruction to the laboratory exercise or individualized program.

(2) Noncredit. Noncredit is a term indicating that credit, as defined herein, is not awarded. It applies, in the case of universities, to the instructional classifications of noncredit continuing education; in the case of community colleges, to the instructional classifications of supplemental, adult basic and secondary, citizenship, and recreational; and in the case of postsecondary area vocational-technical centers, to the instructional classifications of supplemental, adult basic and secondary, community education, and community instructional services. The unit of measure is hours of instruction.

Specific Authority 229.053(1), 240.115(2), 240.117(1) FS. Law Implemented 228.041(1), 228.072(7)(f), 229.053(2)(c), 229.551(1), 240.115, 240.117, 240.203(2), 240.301, 240.325(3)(4) FS. History - New 7-13-83, Amended 5-14-85, Formerly 6A-10.33.

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6A-10.0331 Deletion of Courses from Catalogs and Common Course Designation and Numbering System.

(1) Effective with the 1987-88 academic year, each university in the State University System and each community college in the State Community College System shall adopt, as part of the procedure for the preparation of its institutional catalog, a rule to ensure that courses which have not been taught for five (5) years, or less if desired, are deleted from the catalog. Each institution shall also notify the Office of the Common Course Designation and Numbering System to delete these courses.

(2) Courses not taught in the preceding five (5) years or less in keeping with institutional requirements, which an institution wishes to continue shall be reviewed in the same manner that the institution raviews courses which are proposed for addition to the catalog and Common Course Designation and Numbering System. A course may be continued in the catalog if the institution plans to offer it during the next five (5) years.

(3) The president of each university shall annually certify to the Board of Regents and the president of each community college shall annually certify to the board of trustees for that college that the institution has complied with the law.

Specific Authority 229.053(1), 233.015 FS. Law Implemented 229.053(1)(2)(c), 233.015 FS. History - New 12-31-86, Amended 4-7-87, 8-30-88.

6A-10.043 Nonpublic College Participation in the Common Course Numbering and Designation System. Nonpublic colleges may participate in the common course numbering and designation system pursuant to Section 246.013, Florida Statutes.

(1) Eligibility Requirements. In order to participate an institution must:

(a) Be eligible pursuant to Section 246.013(1), Florida Statutes,

(b) Agree to abide by the system's requirements and responsibilities, and

(c) Pay the required fees.

(2) Fee Schedule. The fees charged to participating institutions shall be:

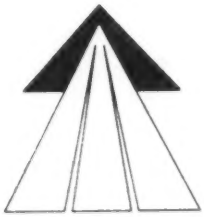
(a) Entry Fee. The total cost per course of entering an institution's courses in the course numbering and designation system.

(b) Maintenance Fee. The total cost of maintaining an institution's courses in the system.

(c) Fiscal Year. The period for which fees are calculated shall be from July 1 through June 30.

(d) Payment. An invoice shall be sent to each participating nonpublic institution. The fees incurred by each college shall be payable to the Department within sixty (60) days. An institution which fails to pay shall be withdrawn from the system.

Specific Authority 229.053(1)(2)(k), 246.013 FS. Law Implemented 246.013 FS. History - New 9-6-88.



Doug Jamerson, Commissioner

State of Florida
Department of Education
Office of Postsecondary Education Coordination
Tallahassee, Florida

Affirmative action/equal opportunity employer